



POSITION TITLE: Current Events Producer Intern

POSITION SUMMARY: CFUR is a non-profit, volunteer based campus community radio station that broadcasts from the University of Northern British Columbia. Reporting to the Station Manager, the Current Events Spoken-Word Producer works as part of a team and is expected to be involved and take responsibility in many areas of the station's operations.

JOB DESCRIPTION (but not limited to):

- Produce a **twice weekly** spoken-word program focusing on current events in Northern BC. A focus on events, politics, celebrations, ongoing issues, and cultural aspects are needed.
- Coordinate and schedule interviews and features with the Program Director
- Append procedural handbook for future station use
- Learn *basic* use of Audio Software & Metadata tags in order to upload files properly
- Work cooperatively with other volunteers and staff
- Other duties as necessary

QUALIFICATIONS (not required but would be considered an asset):

- Must be a CFUR Radio Society Member in good standing (all UNBC undergraduates are members)
- Must be able to participate in creating a safe environment
- Excellent communication skills
- Attention to detail
- Willingness to edit digital audio files
- Ability to work effectively with CFUR members of various skills and abilities
- Knowledge of, and interest in, social issues, current events (local, national, global)
- Excellent computer skills, social media literacy

TRAINING: Must become a CFUR Radio Society member and complete mandatory preliminary volunteer tasks.

JOB LOCATION ON-CAMPUS: CFUR 88.7 FM, NUGSS Student Centre, 3rd Floor, Office 6-354.

HOURS: 5 hours regular commitment per week, with flexibility for location, holidays and time away

BENEFITS:

- Talk to your professors about potential for work study, and class credit (details upon request)
- **Fast Tracked training to immediate On-Air status**
- Experience in journalism and community engagement
- Experience with audio editing software
- Opportunity to connect with members of the CFUR Radio Society and volunteers with a variety of interests, belief systems, values and backgrounds
- Work experience in a team environment
- CFUR is initiating an active social component for its volunteers including recognition events, holiday gatherings, and events
- This, along with all other volunteer opportunities at CFUR Radio, has the potential to transition into a paid position where funding and openings become available

HOW TO APPLY: Please submit resume to the Volunteer Coordinator, Office 6-354, 3333 University Way, Prince George, BC V2N 4Z9, or by email: stationmanager@cfur.ca. Make sure the subject line reads: 'Current Events Spoken-Word Producer Application'. Everyone is thanked for applying; only those selected for an interview will be contacted.