

# We're Hiring!



## Job Title: **Production Assistant**

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Cortes Radio is going through lots of change. We are looking for a dynamic and creative person to join the fun and help bring our unique and eclectic programming to wider audiences.

Canada Summer Jobs funded position open to anyone aged 18-30  
8-week contract - 30 hours per week - **\$18 per hour**

Reporting directly to the Station Manager, the Production Assistant contributes in the following areas:

### **Production**

Work with staff and volunteers at the radio station to make sure we are broadcasting 24-7. Covid19 means we've learned how to produce our radio without a radio station! Many of our volunteers are pre-recording their shows from home, and require training, access to equipment and webservices, and technical trouble shooting.

### **Outreach**

We are expanding our reach across the region with outreach strategies that include radio, podcasts, tabling at markets, online concerts, zoom gatherings, social media promotions, and more!

### **Training**

This summer our goal is to create and deploy core training modules aimed at individuals from diverse backgrounds, perspectives, and learning styles.

### **Music Library**

We are overhauling our library to include greater diversity of genres with a focus on local artists. Help us evolve!

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### **TO APPLY**

Please submit your cover letter and resume *in one PDF document* labelled **yourfirstname\_yourlastname.pdf** to [bryan@cortesradio.ca](mailto:bryan@cortesradio.ca)

**Application Deadline:** Friday May 7, 2021 (5:00 pm PST). No phone calls please.

Cortes Community Radio is an affirmative action employer. We welcome applicants from underrepresented groups including, but not limited to, Indigenous people, people of colour, trans and queer-identified people, people with diverse and neurodiverse abilities and backgrounds. All applicants must be comfortable and capable with computers, audio / visual tools, social media, data entry, able to lift 30 pounds, and able to stand for up to 2 hours at a time.