



# JOIN THE CORTES RADIO NEWS TEAM

**POSITION: RADIO REPORTER**

## Cortes Community Radio is hiring a reporter!

CKTZ is looking for a dynamic individual to join our CKTZ News Team as a *Radio Reporter*. Funded by the Local Journalism Initiative (LJI), the goal of the program is to increase the production of local community and civic news. There are 2 options: FREELANCE and CONTRACT

FREELANCE: \$187.50 per “Radio Piece” (see definition below). Minimum 1 “Radio Piece” per week.

CONTRACT: \$811.20 Gross Wage & Vac Pay, paid twice a month. Flexible Schedule. Minimum 2 “Radio Pieces” per week.

### TASKS:

#### Research

Follow civic stories as they develop across the region from sources including but not limited to: interviews, government and non-governmental websites, local council minutes, community blogs, social media pages, written reports, and live events.

#### Recording

The Reporter will be set up and trained with recording equipment so that they may produce their radio pieces at the radio station, or from home. The Reporter will record themselves reading, or conduct interviews that are recorded conducted in studio, over phone, or via zoom. The Reporter will have access and be trained on using editing software such as Descript / Otter and Audacity.

[Check out our CKTZ News Page for examples](#)

#### “Radio Piece” Definition

1. Local Cortes Island interest
2. Edited audio clip (MP3) between 4 mins to 16 mins (18 mins is outside maximum)
  - a. opening theme music with CKTZ News identifier
  - b. an interview or a report (that includes reporter reading / audio clips / interviews)
  - c. outro / closing theme / LJI Acknowledgement
3. Written 100-300 word synopsis
4. Includes an Image / picture that accompanies audio + written text (copyrights must be respected)
5. Approved by National LJI Editor **AND**
6. Posted for the public at <https://canada-info.ca/en/radio/cktz-cortes-island-en/>

Our goal is to broadcast an average of 1 radio piece per day (Monday to Friday), minimum 5 pieces per week. We will hire one or more reporters to meet this goal. Radio Pieces are defined above, are under the direction of the National LJI Editor in Ottawa, and must adhere to ethical and responsible journalism guidelines, offer balanced perspectives, cited sources, and is not an opinion piece.



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## QUALIFICATIONS:

- Demonstrated ability to work independently;
- Possess strong interviewing skills;
- Have a distinct clear voice;
- Possess a broad knowledge of local and regional issues;
- Demonstrated writing skills;
- Experience with and/or open to learning recording and mixing in a home studio environment;
- Demonstrated ability to work to deadline;
- Demonstrated ability to consistently produce work weekly;

## TO APPLY

Please submit via email to [bryan@cortesradio.ca](mailto:bryan@cortesradio.ca)

1. Your cover letter and resume *in one PDF document* labelled **yourfirstname\_yourlastname.pdf**
2. 2 samples of writing, (min 300 words each) preferably covering local issues;
3. 1 audio sample (MP3), preferably reading a news piece or conducting an interview (don't care about audio quality – looking for a sample of your voice reading.)

**NOW ACCEPTING APPLICATIONS:** No phone calls please. We thank all applicants; only short-listed candidates will be contacted. We will continue hiring until the right reporter(s) are hired.

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 different/diverse and neurodiverse abilities and people with multilingual skills and backgrounds. All applicants must be comfortable and capable with computers, audio / visual tools, social media, data entry. This is a contract, funding-specific position.