

Employment Opportunity: Administrative Assistant



Trent Radio invites applications from Trent University Students who are TWSP Eligible to fill the position of Administrative Assistant.

Trent Radio is a Community Broadcast Facility transmitting at 92.7 FM in Peterborough, ON. Established and operated by the students of Trent University, Trent Radio is designed with the production of exceptional radio in mind. Its aims and objects include producer oriented programming and broad community participation for the production of creative local radio.

The successful candidate will be eligible for Trent Work Study Program (TWSP) funding and be responsible for supporting the Director of Programming with assignments ranging from on-air production, graphic design, workshop delivery and administrative tasks.

The Administrative Assistant will gain experience regarding CRTC regulations for the production and delivery of radio in Canada; gain experience monitoring and providing feedback to volunteer programmers for the production of exceptional producer oriented radio programming; gain experience maintaining clear and concise spreadsheet records through completion of weekly Programme Logs (creation and reconciliation); develop graphic design skills in preparing event posters and picture programming schedule; gain experience volunteer management through the delivery of Special Radio Production and community outreach activities.

All Trent Radio Staff are expected to aid with day-to-day operations of the regular broadcast season, including occasional cleaning, programmer support and snow shoveling.

Eligibility & Qualifications

Must be TWSP eligible; enjoy meeting new people; have excellent organisational skills; enthusiasm in fostering community activity.

Term & Compensation

September 2019 - April 2020 \$14.00/hr based on a 5 hour work week

Deadline for applications: Monday 09 September 2019, at 5pm

Quoting job number ye20-admin, please submit a resume, cover letter, and the names of at least two references to: Hiring Committee, 715 George St. N., Peterborough, Ontario, K9H 3T2 OR info@trentradio.ca

If submitting electronically, please use PDF format (single file)

We appreciate all applications, but only those successful in securing an interview will be contacted.