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EMPLOYMENT OPPORTUNITY AT TRENT RADIO – PERMANENT FULL-TIME
Programming & Volunteer Support Coordinator

Application Deadline: 30 March 2025, 5:00pm

Anticipated Start Date: 22 April 2025

The Programming & Volunteer Support Coordinator will promote Trent Radio's mission and opportunities to the Trent and Nogojiwanong-Peterborough communities and surrounding areas, foster connections between Trent Radio participants, and support programmers with technical and creative training opportunities. As part of the core Trent Radio team, the Programming & Volunteer Support Coordinator is responsible for community outreach and enhancing Trent Radio's events and opportunities, and will take a leadership role during the Summer broadcast season.

Reporting to the Director of Programming, the Programming & Volunteer Support Coordinator will work 35 hours per week, including regular on-site shifts and remote work (including on-call and broadcast monitoring responsibilities) at an hourly wage of \$26.47. This position will be subject to a 90-day probationary period. After successful completion of the probationary period, Trent Radio will provide coverage for the Programming & Volunteer Support Coordinator, their spouse and dependents through the TCSA's Health and Dental plan, commencing September 2025.

Key responsibilities will include:

- Arranging and attending community outreach events
- Organizing regular community socials & skill-building workshops for Trent Radio members
- Providing technical training & support for both live and pre-recorded radio broadcasts, including on-site support shifts
- Supporting programmers in understanding and meeting Trent Radio & CRTC broadcast obligations
- Accessioning musical releases from local music artists, and promoting these releases on-air
- Creating regular outreach-focused radio broadcasts and community public service announcements
- Organizing and supporting special programming events such as Radio Project Days and remote broadcasts
- Assisting the Director of Programming with maintaining broadcast automation and CRTC record-keeping (programme log and music sheet reconciliation)
- Contributing to the ongoing maintenance and upkeep of Trent Radio House
- Other duties as assigned

Skills & experience:

- Digital audio production experience
- Demonstrated familiarity with the Trent and Nogojiwanong-Peterborough communities
- Experience organizing & working with volunteer teams
- Experience with event planning
- Comfortable working in a public-facing role, including some public speaking
- Comfortable working with Google suite, including Google Sheets
- Knowledge of the local music & arts scene an asset
- Experience with community radio broadcasting & familiarity with CRTC regulations an asset
- Experience with graphic design an asset

To apply, please email a cover letter and resume as PDF files to info@trentradio.ca.

Applications should be marked "Attn: PVSC Hiring Committee"

Interviews will be conducted the week of April 7th to 11th. Only applicants selected for an interview will be contacted.

Trent Radio is committed to providing a workplace free from discrimination or harassment. We expect every member of the Trent Radio community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and respected.

Trent Radio continues to do the work to formalise our operations and is committed to being a fair and transparent employer, striving to acknowledge our unconscious biases and create an inclusive environment.