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**Contract Employment Opportunity at Trent Radio**  
**APPLICATION DEADLINE: Friday June 16th @ 5pm**  
**Summer Producer**

**Terms:** Employment Period June 26 – August 19 (8 weeks)

**Pay Rate:** \$19.05/hour, plus 4% vacation pay, plus statutory benefits.

**Flexible schedule required, evening and weekend shifts/assignments anticipated.**

**Eligibility:**

The position is funded through Canada Summer Jobs, and the successful application must meet the following criteria in order to be eligible for the funding:

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (International Students are not eligible) and;
- c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

**Role & Responsibilities:** The Summer Producer will work with Trent Radio staff and board members to oversee the day-to-day operations of Trent Radio House as well as assist with reliable and regular promotion of Community Events through producing on-air PSA, Interview and Community Announcement segments.

The core responsibilities of the Summer Producer will include: maintain the physical space used by volunteers and visitors; provide support to volunteer radio programmers, their guests and special project participants for the production of producer-oriented radio; and respond to inquiries from the general public by phone, in person and via email.

The Summer Producer will also produce a series of radio broadcasts to amplify under-represented voices in our community, with a focus on youth, New Canadians (immigrants & refugees), and Indigenous community members.

**Qualifications:** Successful candidates will have some audio production experience; have excellent organisational and communication skills; and exhibit enthusiasm for the communities that live, work and play within our broadcast region.

**Deadline for application: Friday June 16th @ 5pm.**

Please email applications as pdf files to [info@trentradio.ca](mailto:info@trentradio.ca)

Applications should be marked "Attn: CSJ 2023 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Only applicants selected for an interview will be contacted.