

Employment Opportunity: Community Outreach & Programming Assistant



Trent Radio invites applications from Trent University Students who are TWSP Eligible to fill the position of Community Outreach & Programming 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.

Working with the Director of Programming, the Community Outreach & Programming Assistant will support outreach, promotion, administrative and production tasks. Activities include attending promotional information sessions, promoting Trent Radio through print & social media platforms, working within spreadsheets to reconcile CRTC programming logs, monitor and process PSA requests via email, produce content for broadcast, and design the annual Trout Rodeo Yearbook.

This position includes a blend of on-site, remote & event based working shifts. Experience with spreadsheets, radio, audio production & media promotion an asset.

Please send resume & cover letter to: info@trentradio.ca
ATTN: TWSP 2022 Hiring Committee

Deadline: Friday September 23rd @ High Noon
Start Date: Monday September 26th, 6hrs/week
Compensation: \$16.92/hour

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