



CKUA: Production Assistant (Canada Summer Jobs #3515693)

CKUA is Alberta's voice for music, arts, and culture. Recognized as Canada's first public broadcaster, CKUA guides an inspirational journey of musical discovery through 30+ expertly curated multi-genre musical programs and other enriching arts and cultural content on-air and online. CKUA serves 380 communities across Alberta with FM Radio and, listeners around the world with live-streaming and enriching digital content through CKUA.com, the CKUA App and social platforms.

CKUA is not government funded; rather, proudly supported by a 12,000-strong worldwide crew of donors who collectively contribute 60% of CKUA's annual operational funding. As CKUA approaches its Centennial, we are on a mission to grow our philanthropic community. Wouldn't it be amazing to announce 100% donor-supported?! We believe so too! We are looking for a dynamic Development Manager who can work with us to make that day happen.

The Role

Reporting to the Senior Producer, the Production Assistant provides active support in the Programming and Production departments. The Production Assistant works collaboratively in the arts team and production team. Primary responsibilities include contribution of ideas to the arts team meetings, chase and produce stories .

Key Duties and Responsibilities:

With direct supervision and mentorship from the Senior Producer, while working in the team environment, the Production Assistant will:

- Contribute ideas to CKUA's arts team meetings.
- Chase and produce interviews with guidance from the Senior Producer.
- Participate in technical quality control practices.
- Assist with interdepartmental initiatives.
- Other duties as assigned.

Desired Knowledge, Education and Experience:

- Ability to relate to and engage with people at any level, and to represent CKUA within all of its communities in a professional, friendly and knowledgeable manner.
- Knowledge and interest in Alberta's music and arts community – from theatre, to film, to visual arts, literature, dance, and beyond.
- Audio editing skills (Adobe Audition) and access to recording equipment.
- Skill in organizing workload, setting priorities and managing multiple tasks.
- Proficiency with Microsoft Office suite of products
- Flexible, outgoing team player, adaptable to rapidly changing priorities, interacting effectively with a variety of personalities.
- Meet all Canada Summer Jobs criteria for employment

Hours of Work

- Part-Time / M-F / 24-hour work week
- Flexible Work Environment
- Anticipated start May 31, 2021 - August 13, 2021 (11 weeks)

Working Relationships

- Reports to Senior Producer
- Collaborative working relationships include Arts team, Production team, including Archival and Production Services Supervisor

Salary / Compensation

- \$17.95 hourly rate

Application deadline:

Please email cover letter and resume to asmith@ckua.com by May 10, 2021.

CKUA welcomes applications from all qualified individuals. We are particularly interested in and encourage applications from equity-seeking communities, including women, racialized and Indigenous persons, persons with

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