



## **CKUA: Production Assistant (Canada Summer Jobs #4016960 )**

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.

### **The Role**

Under the direction of the Senior Producer, and in collaboration with others, the Production Assistant will provide active support in the Programming department. The Production Assistant works collaboratively on the planning, organizing, producing of content for all platforms for their assigned programs.

The Production Assistant is responsible for assisting on producing and hosting professional-level programming that engages, entertains, and educates the targeted audience.

That engagement takes place through compelling content (musical and otherwise) presented in a manner that attracts and keeps an audience. The entertainment is a result of a warm and pleasant presentation that balances a reverence for the material presented with a conversational style. The education is an outcome of appropriate research and presentation of the content presented.

The incumbent will complete other administrative responsibilities to promote and increase contact with the CKUA audience and may also engage with their audience

### **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 & Culture team meetings.
- Chase and produce interviews with guidance from the Senior Producer.

- Responsible for auditioning, curating and the sequencing of recorded music from various sources creating an engaging experience for the intended/targeted audiences.
- Plan, organize, produces, edits, and delivers assigned programs, program elements or other live or recorded content.
- Completes various administrative responsibilities in support of the programming commitments including researching, creating background notes, and preparing information for announcer breaks during programs.
- When hosting programs, the Production Assistant will adhere to and uphold CKUA broadcast guidelines including On-Air Standards, Canadian Content requirements, and any other associated directives that may be issued.
- Engages with audience and manages and responds to inquiries and other listener/donor relationships.
- Responsive to the inquiries of CKUA audiences, donors, co-workers and addresses their observations or concerns in a productive and constructive manner, seeking additional information to ensure accuracy of response.
- Attends staff meetings and maintains a currency of knowledge and understanding of the expectations and planning for CKUA content delivery.
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#### **Desired Knowledge, Education and Experience:**

- Minimum of 6 months experience in broadcast, podcast, or social media etc. Post-Secondary education from a Broadcast school or other media preferred but not required
- Significant understanding of at least one musical genre.
- 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 / 35-hour work week
- Flexible Work Environment
- Anticipated start May 30, 2021 - August 13, 2021 (11 weeks)

**Working Relationships**

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

**Salary / Compensation**

- \$18.13 hourly rate

**Application deadline:**

Please email cover letter and resume to [asmith@ckua.com](mailto:asmith@ckua.com) by May 20, 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 disabilities, and persons of all sexual orientations and gender identities/expressions.*

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