

CHUO is a **BILINGUAL** non-profit, volunteer based campus community radio station that broadcasts from the University of Ottawa. Reporting to the Station Manager & the Program Director , the Music Department Coordinator works as part of a team and is expected to be involved and take responsibility in many areas of the station's operations. The Music Department Coordinator is responsible for coordinating the upkeep and maintenance of the music library and music database. The Music Department Coordinator works with the Program Director to ensure music programming at CHUO meets required standards and mandate. This is a bilingual position.

Job Description (not limited to):

- Coordinate volunteers in the music department
- Facilitate physical and digital library management, sorting, cleaning
- Coordinate the processing new releases by volunteers
- Facilitate the selection of music to be sent to the Library considering genre representation, and quality
- Ensure that volunteers compile and report weekly charts to Earshot, CMJ, and other relevant
- Assist programmers in arranging artist interviews and in-studio appearances
- Assist in aspects of CHUO fund raising such as event planning, soliciting prizes and other tasks as required
- Maintain good communications with a wide variety of artists and record companies and keep regular "tracking hours"

Qualifications:

- Volunteer management/team building/leadership.
 - Bilingual
 - Knowledge of and interest in a wide variety of cultural and musical expressions
 - Excellent computer skills (Mac and PC), website management and building skills would be an asset.
 - Experience in community/campus radio
 - Knowledge of CHUO's programming and mandate
 - Experience with community organizations and/or not-for-profit organizations
- Part time, 30 hours per week

Send your resumé and letter of interest to: erin@chuo.fm

DEADLINE: THURSDAY NOVEMBER 15, 2012