

Job Title: Executive Producer, Global Frequencies radio show and podcast

Location: St. John's, NL

Position Type: 27.5 hours weekly starting ASAP

Closing Date: **Friday, September 25, 2020 @ 5pm NST (Newfoundland Standard Time)**

Funded through the Community Radio Foundation of Canada Radiometres program, Global Frequencies is a new radio show and podcast that explores concepts about Newfoundland and Labrador's diversifying province and increasing cultural perspectives. Working with the programs team of CHMR-FM and its community partner, Association for New Canadians, the Executive Producer will be responsible for delivering 25 x 55-minute shows per year, to air on CHMR-FM and in a podcast format.

Key Responsibilities:

- Holding news meetings and overseeing the line-up for each episode
- Scripting episodes
- Editing audio, mixing mastering complete shows
- Recording interviews
- Creating voice-overs, jingles and podcast cue-tunes and music background
- Field reporting, as necessary
- Organizing a podcast to publish on the platforms such as Spotify, iTunes, Google Podcast, Deezer, Overcast, etc
- Creating digital promotion pieces for the show for distribution on social media
- Providing training to podcast and radio volunteers

Qualifications and Experience

- Diploma or Bachelor's degree in Media, Broadcasting or related field plus industry experience
- Excellent working knowledge of Adobe Audition, Adobe Premiere
- Working knowledge and experience in web-based podcast and radio production
- Good knowledge of audio mixing for radio show including jingles, program cues, etc.
- Knowledge of, and interest in promoting, cultural diversity, anti-racism, workplace inclusion, and newcomer integration.
- Good organization, presentation, communication and interpersonal skills
- Lived experience as a newcomer, preferred
- In-studio training from CHMR, preferred
- Knowledge of design programs, such as Adobe Photoshop and Canva, an asset

Conditions of Employment

- Successful candidate will be working in office space, abiding by COVID-19 regulations
- Flexibility to work outside of standard core hours (Monday to Friday 9am – 5pm) when needed

To apply please send the following to GlobalFrequencies@ancnl.ca

- Cover letter
- Resume
- Sample of your work (audio recording preferred) in journalism, broadcasting, or media

About CHMR-FM

CHMR-FM is a community radio station operating out of the campus of Memorial University, broadcasting a diverse range of music, news and spoken-word programming at 93.5 FM and online at chmr.ca

ABOUT ANC

Association for New Canadians is a non-profit, community based organization dedicated to the provision of settlement and integration services for immigrants and refugees.