



YOUR MAIN SOURCE.

TEAM

VIBE

ROLES

DESCRIPTION PACKAGE

To get in on the **VIBE360** Experience, choose a role from this package that interests you and that your qualified to do.

Write a cover letter explaining why you are a good fit for this role and send it (along with your resume) to:

resources@vibe1055.com



Based in Toronto, Canada VIBE105 is the market's most dynamic '**urban alternative**' station on the FM dial. Our signal broadcasts to a base residential audience of over 1.6 million and offers an exciting mix of metropolitan influenced sounds and eclectic voices. Our diverse content offers the best selection of Electronic, Heavy, Rock, Remix, Reggae, Soca, Afrobeat, and Urban music. We also provide an intelligent range of talk programming connecting our audience with timely, critical insight on current affairs on a local, regional and global scale. Through the **VIBE360** program we provide a unique and engaged broadcast experience for qualified applicants. We offer hands on learning experiences in a professional radio broadcast environment, with the opportunity to be on the FM dial* in the most competitive market in Canada. We are committed to excellence, and expect the same from our team.

VIBE360 offers a comprehensive experience for participants with a mix of practical, technical and creative applications. We do this through the following opportunities:

- **Identified Roles** - through **VIBE360** gain access to industry standard roles delivered in timely, well packaged experiences ranging from Reporter, Board Operator, Broadcast Host, Social Media Specialist, Producer, and more!
- **Access To Resources** - offers industry standard tools translatable to a professional standard, including training and use of iMedia Touch and Adobe Audition.
- **Routines/Systems** - speaks to the professionally guided content development and evaluative systems in line with industry standards, ensuring the best quality content that gets broadcast.

All this translates to a well-rounded experience preparing students and/or community members with vocational and educational skills transferable to all aspects of media.

If you are interested in being challenged in a hands-on, high pressure media environment, apply by e-mailing a copy of your resume along with a cover letter stating which role you are applying for and why you would be a good fit for it to: resources@vibe1055.com

If you are an *experienced* broadcaster and are interested in putting in a show proposal, e-mail programs@vibe1055.com

VIBE 105.5FM is an anti-sexist, anti-racist, anti-homophobic environment that is committed to diversity and equity. We strongly encourage applications from women; people of colour; members of racial and/or ethnic minorities; First Nations people; people with disabilities and lesbian, bisexual, gay, transsexual, transgendered and queer-identified people.



BEAT DIRECTOR/REPORTER

Internship

Time Commitment: 10-12 hours/week to prepare three interviews according to beat/time slot and oversee assigned Beat. (A Beat is a specific area of focus, according to and under which specific stories are classified; for example Education, Labour, Politics, Environment, Health, Technology).

Required Training: (1) Reporting I & II (including etiquette, software and hardware); (2) Audio Editing;

Pre-requisite skills: Expert oral and written communication skills; innate conversationalist; advanced research skills; demonstrated experience in leadership capacity. Able to work well in high-pressure environment. Willingness to receive and offer constructive feedback. Passionate about radio. Experience with anti-oppression politics a huge plus.

Aim of this position: Beat Directors/Reporters create the spoken word content that come to define the station, representing its values and those of the listening communities. As such, they must actively engage with our listening audience through community and online events in order to identify stories and issues that matter. Reporters must take the initiative to pursue, conduct, and edit interviews. They ask thought-provoking questions that demonstrate an abundance of pre-interview research into the issue/topic. These questions Dig Deep to the core of a story/issue and generate answers that will educate/entertain listeners and provide solutions. A good Reporter is a natural conversationalist who can engage with guests from all backgrounds with the respect, interest, and warmth that make for a conversational and engaging interview.

As an Intern, Beat Director/Reporters also hold a leadership role within their Beat to identify stories that should be covered. They evaluate all content produced under the Beat, providing direction and feedback to ensure that the Station's outgoing content is of the highest standards, is representative of our listening audience, and consistent with Station's principals.

Primary Responsibilities: Content Creation & Beat Leadership

Creating three interviews, including:

- Identifying interview topics that are timely, engaging, and relevant to our listening audience. This includes an innate ability to determine whether an issue is or is-not interview-worthy. And/op selecting interview topic available on Assignment Desk.
- Interview topics must be consistent with Reporter beat
 - Topic and guest must be indicated on shared Assignment Desk.
- Sourcing the interview by connecting with those directly involved in or impacted by a story. Interview guests must be articulate and able to engage listeners with educational/informative/entertaining perspectives. Reporter must be driven to pursue sources as necessary to file a story on-time.

- Scheduling and conducting the interview in studio by phone or in person, or on-site. This includes preparing well-researched, thought-provoking questions, and considering audio quality in the execution of interviews.
- Editing interview to satisfy station's broadcast standards; using sound design whenever possible to enhance listening experience (music, sound effects, audio clips, etc.)
- Submitting story to appropriate departments on time and tracking progress on Assignment Desk.
- Identifying 3-3:30minute clip from interviews for promotion
- Mandatory attendance at Department Story Meetings

Overseeing and evaluating content submitted under designated Beat, including:

- Preparing overall evaluative reports based on the content quality of beat interviews. Reports must include directive feedback on interview questions, rapport, interview tone, focus, etc. Sharing feedback and direction during Department story meetings, addressing questions/issues, and guiding story development/coverage

Evaluation of: Content created under Beat.



VIBE HITS PRODUCER

Internship

What is a VIBE News/Music Hit (VNH)?

VIBE News Hits (VNH)/Music Hits (VMH) are top news, views, and targeted programming heard throughout the day on VIBE105.

VNHs provide our broad listening audience with information about stories, issues, and events that are reflective of our spoken word and music programming more broadly in bite-sized snippets (3mins/30 secs) throughout the 24hour day, 7 days per week. VNH are entirely pre-produced. They are delivered as tightly-paced, jam-packed sound bites that are strung together with a fluid narrative and bookended with VNH-specific sound bumpers.

Aim of the VNH Producer Position: Fulfilling a VNH Producer position is a great way to impact the grid with your work and create well rounded products for your portfolio. VNH are also a good starting point for new contributors. They provide tightly-packed and highly-structured opportunities to get hands-on experience with various skills acquired during training.

Pre-requisite skills: Well developed research and writing skills, detail orientated, able to meet strict deadlines, interest in current affairs (local and international) or music culture.

Time Commitment: 8-10 HOURS/ WEEK

Required Training: Reporting I & II; Scripting & Voicing; Audio Editing

Primary Responsibilities:

- Research story leads relevant to spoken word programming (using the assignment desk as a primary resource), in compliance with the Content Hits identified in the VIBE News Hit toolkit
- Research story leads relevant to music programming (using the assignment desk as a primary resource), in compliance with the Content Hits identified in the VIBE Music Hit toolkit
- Prepare VNH content which, depending on the type of content, may including:
 - Converting an event listing into a script; voicing, recording, and editing it
 - Using an interview clip to prepare, record and edit intro and outro script
 - Interviewing a reporter about an upcoming interview; editing audio
 - Conducting a 2-3min interview with regard to a local, national, or international event: identifying source, scheduling and conducting interview; editing it
 - Preparing a headline script for local news or news from abroad; voicing, recording, and editing it
 - Identifying, researching and including, sound design elements whenever possible (external clips, sound effects, music, etc.)
- In all cases, VNH will require stringing together the different constituent elements, editing the final piece and adding standardized bumpers. Must be exactly 3mins/30 secs in lengths.
- ALL VNH/VMH must comply with the audio and content quality standards of VIBE 105
- Submit the final product to the Post Production Technician and/or NSW Content Facilitator for final evaluation by specified deadline- there is no flexibility on this, deadlines MUST be met



PRODUCER NEWS & SPOKEN WORD

Internship

Time Commitment: 10-12 Hours/Week according to designated 3-day broadcast period

Term: May/June 2015 to August 31, 2015

Required Training: Producer Training (Production, Hosting, Scripting, Interviewing, Editing, Sound Board Operation, Leadership and Feedback)

Aim of this position: Producers fulfill essential behind-the-scenes responsibilities to oversee and liaise between the different roles involved in on-air broadcast – they are the glue that holds the different elements involved in the broadcast period together. Under the direction of the News and Spoken Word Coordinator, they guide content from inception to delivery and digital archiving, including identify appropriate interviews stories, contacts, etc for Assignment Desk. They hold a leadership role to ensure assignment completion, and follow-up with contributors not meeting content quotas and audio quality standards with constructive and meaningful feedback. As such, they must be highly-organized, detail-oriented, and assertive. They facilitate Spoken Word Department meetings, guiding contributors in fulfillment of program mandates, broadcast quality, etc. They are fluent in all aspects of broadcast to evaluate content and fill-in/train contributors when necessary. Producers are ambassadors for the culture of the station when working with contributors, listeners, stakeholders and community members

Pre-requisite skills: Superior Organizational Skills, detail-oriented, and demonstrated experience in leadership capacity. Able to work well in high-pressure environment. Willingness to receive and offer constructive feedback. Passionate about radio. Experience with anti-oppression politics a huge plus.

Primary Responsibilities: Administer and oversee all Contributors involved in designated 3-day broadcast period including Reporter(s), Soundboard Operator(s), Post-Production Technician(s), Broadcast Host(s), and Social Media Specialist(s) to ensure on-time interview completion, audio quality, scheduling and re-broadcast, and digital dissemination, including:

- Liaise between all broadcast roles to communicate broadcast schedule including unexpected changes, special announcements, etc.
- Monitoring online Assignment Desk, scheduling stories and tracking progress to:

- Prepare assignments including topic; guiding questions/points to ensure critical topics; guest(s) name, contact info, availability; links to supportive material for interview preparation
- Ensure that Reporters have signed-up for stories and submitted edited audio on time for broadcast;
- Schedule, gather, and distribute content to various contributors
- Track contributor attendance and assignment completion using weekly reports
- Provide meaningful and constructive feedback, formally and informally, to all contributors involved in broadcast period, in compliance with Station's principals and broadcast standards
- Archive broadcast audio for ease of access and re-broadcast
 - Log and supply re-broadcast content to address content shortages
- Prepare broadcast scripts (including promotional material) for specialized programming (e.g. International Womyn's Day, International Worker's Day, Transgender Day of Remembrance)
- Facilitate Spoken Word Department meetings
- Manage online and physical broadcast schedule

Evaluation of: Work ethic and practices of all contributors involved in broadcast period.



PRODUCER NORTHERN TOUCH

Internship

Time Commitment: 10-12 Hours/Week according to designated 2-day broadcast period

Term: May/June 2015 to August 31, 2015

Required Training: Producer Training (Production, Hosting, Scripting, Interviewing, Editing, Sound Board Operation, Leadership and Feedback)

Aim of this position: Producers fulfill essential behind-the-scenes responsibilities to oversee and liaise between the different roles involved in on-air broadcast – they are the glue that holds the different elements involved in the broadcast period together. Under the direction of the Music Coordinator, they guide content from inception to delivery and digital archiving, including identifying appropriate interview stories, contacts, etc for the Assignment Desk. They hold a leadership role to ensure assignment completion, and follow-up with contributors not meeting content quotas and audio quality standards with constructive and meaningful feedback. As such, they must be highly-organized, detail-oriented, and assertive. They facilitate *Northern Touch* (music culture news collective) meetings, guiding contributors in fulfillment of program mandates, broadcast quality, etc. They are fluent in all aspects of broadcast to evaluate content and fill-in/train contributors when necessary. Producers are ambassadors for the culture of the station when working with contributors, listeners, stakeholders and community members.

Pre-requisite skills: Superior Organizational Skills, detail-oriented, and demonstrated experience in leadership capacity. Able to work well in high-pressure environment. Willingness to receive and offer constructive feedback. Passionate about radio. Experience with anti-oppression politics a huge plus.

Primary Responsibilities: Administer and oversee all Contributors involved in designated 2-day broadcast period including Reporter(s), Soundboard Operator(s), Post-Production Technician(s), Broadcast Host(s), and Social Media Specialist(s) to ensure on-time interview completion, audio quality, scheduling and re-broadcast, and digital dissemination, including:

- Liaise between all broadcast roles to communicate broadcast schedule including unexpected changes, special announcements, etc.
- Monitoring online Assignment Desk, scheduling stories and tracking progress
 - Prepare assignments including topic; guiding questions/points to ensure critical topics; guest(s) name, contact info, availability; links to supportive material for interview preparation

- Ensure that Reporters have signed-up for stories and submitted edited audio on time for broadcast;
- Schedule, gather, and distribute content to various contributors
- Track contributor attendance and assignment completion using weekly reports
- Provide meaningful and constructive feedback, formally and informally, to all contributors involved in broadcast period, in compliance with Station's principals and broadcast standards
- Archive broadcast audio for ease of access and re-broadcast
 - Log and supply re-broadcast content to address content shortages
- Manage online and physical broadcast schedule

Evaluation of: Work ethic and practices of all contributors involved in broadcast period.



SOCIAL MEDIA SPECIALIST

Internship

Time Commitment: 8-10 hours/week based on designated broadcast period (available for a full day 11:30am-7:30pm one day a week)

Required Training: Social Media Training

Aim of this position: The Social Media Specialist is primarily responsible for the archiving and sharing of content created for on-air broadcast. This role is integral to building audiences using various social media channels. Working closely with the live broadcast team (Producers, Sound Board Operators and Reporters) to get all the content posted in a timely manner (maximum 24 hours after broadcast). They need to be solid writers, so that they could adapt elements of the live script to post on the blog.

Pre-requisite skills: Writing (specifically writing for the web), intermediate-advanced knowledge of social media platforms (Facebook, Twitter, Instagram, Wordpress), able to work with a team of people, effective at meeting tight deadlines. Willingness to receive and offer constructive feedback. Passionate about radio. Adobe Suite/ Final Cut knowledge is a plus!

Primary Responsibilities:

- Updating Facebook, Twitter, Instagram and other social media outlets to promote segments/interviews in advance of air-date
- Keeping good lines of communication between the Sound Board Operator, Producer, and Reporters to properly archive content on the Spoken Word blog section of our website, and promote the content once it's up there.
- Updating blog with daily spoken word segments: editing (if necessary) and uploading audio content and writing captivating description for each segment
- Actively building an audience for the spoken word & music programming on our grid and extending its reach beyond the broadcast
- Create copy for various social media platforms
- Taking the initiative to promote and publicize programs online as appropriate
- Understand the organizations brand standards and mandate to properly reflect the branding
- Respectful of privacy relating to passwords and other security related features
- Participating in weekly Story Meetings to strategize about segment promotion



VIBE SELECTION COORDINATOR

Internship

Time Commitment: 10-12 Hrs/Week

Term: May/June 2015 to August 31st 2015

Required Training: (1) Audio Editing; (2) Scripting & Voicing

Aim of this position:

The Vibe Selection Coordinator selects music on a bi weekly basis for play to be highlighted in the Vibes Select and Vibes Certified slots on the grid. Under the direction of the Music Coordinator they will liaison with identified programmers to select highlighted music that is reflective of the station's music programming mandate.

Vibes Select highlights a curated collection of the best in Canadian music that is reflective of the stations mandate and sound. This is fresh music that has been released in the last 3 months. These selections will play throughout the day in the final 10 min of every hour.

Vibes Certified singles out some of the best new music coming out in the respective genres that VIBE represents. This is fresh music that has been released in the last 3 months. These selections will play throughout the day in the final 10 min of every hour.

Primary Responsibilities:

- Program a bi-weekly a selection of music featuring new music from a variety of genres.
- Poll volunteers and programmers for suggested VIBE SELECT & VIBES CERTIFIED selections.
- Host monthly Music Listening Parties.
- Lead a group of "genre ambassadors."
- Write copy to submit to Social Media Facilitators
- Write a music review highlighting a selection of the week to be submitted for the music department blog
- Supports Music Library Assistant in digitization priorities when needed
- Performs extensive research on obscure musical artists and genres.

Pre-Requisite Skills: Superior Organizational Skills, detail-oriented, and demonstrated experience in leadership capacity. Able to work well in high-pressure environment. Willingness to receive and offer constructive feedback. Passionate about radio. Experience with anti-oppression politics a huge plus.

Evaluation of: Work ethic and practices of all contributors involved in broadcast period.



BROADCAST HOST

Multiple Vacancies

Time Commitment: 3 hours/week based on designated broadcast period including preparation

Required Training: Scripting & Voicing

Aim of this position:

The host is the voice of the show; listeners will come to connect the value and quality of the show in large part with the Host that delivers it. Therefore, the Host must be highly organized, independent, and motivated in order to prepare a polished runsheet before a broadcast. They must have expert written communication skills to write a radio-friendly, captivating script. With Voice Training, they will deliver the show according to the station's broadcast standards, taking cue from the Soundboard Operator, and delivering the script in a tone-appropriate way to connect with listeners and convey the tone of the story/interview/script.

Pre-requisite skills: Expert oral and written communication skills, including strong radio voice. Able to work well in high-pressure environment. Willingness to receive and offer constructive feedback. Passionate about radio.

Primary Responsibilities: Preparing and reading the script live-to-air during the designated broadcast period, including:

- Connect with Post-Production Technician before broadcast to determine which content will air
- Gathering all the scripted introductions included with submitted interviews
- Write broadcast intro, transitions to and from commercial breaks, broadcast outro etc.
- Add any additional communications from the station to listeners that must be included in runsheet e.g. upcoming special broadcasts, departure from schedule, etc.
- Assemble all written elements of the show into one coherent runsheet that delivers an accessible and easy-to-follow broadcast for listeners
- Submit runsheet to Soundboard Operator at least 30 minutes before broadcast
- Thoroughly rehearse runsheet before broadcast to ensure smooth, articulate and energetic delivery
- Addressing callers when off-air during broadcast and directing them to the appropriate contact
- Obey hosting protocols, guidelines and standards
- Mandatory attendance at Department Broadcast Meeting



MUSIC REVIEWER & LOGGER

Multiple Vacancies

Time Commitment: 3-5 hours one day a week (consistently)

Required Training: (1) Music Reviewing Training (2) Reporting (including etiquette, software and hardware); (3) Audio Editing

Aim of this position: The Music Reviewer & Logger is key to the functioning of the Music Department. Without the Music Reviewer & Logger the Music Department would become stagnant and unable to process new music coming in which is key to the stations ability to “keep its ear” to the ground in terms of providing a fresh sound. As a Music Reviewer & Logger you are essential to the sound of the station as well as providing content to contribute to VIBE Music News Hits.

MUSIC LIBRARY Our music library consists of more than seven thousand audio LPs, and over 25 thousand CDs - this collection grows every day with new music sent by labels and recording artists from around the world. In addition we are receiving and increasing daily volume of digital music files. A functioning and organized library system is important to make the library accessible for our volunteers. The work of the Music Reviewer & Logger is indispensable in this process. They choose the music we keep at the station, write record reviews, and share finds with our listeners.

Pre-requisite skills: A passion for music and music culture; “specialist” in a select genre; extremely detail oriented- data entered into CATraxx has to be accurate; open-minded to various genres- you may be listening to music you do not like but you have to be able to make a sound judgement whether another programmer might play it; Well developed research skills.

Primary Responsibilities:

- Listen to new CDs that are submitted to VIBE 105
- Approve or reject releases based on VIBE 105 “Urban Alternative” sound and mandate as a non-Top-40 radio station
- Catalogue CDs using music logging software CATraxx
- Perform extensive research on obscure musical artists and genres in order to properly file them
- Write & record reviews on CD’s that catch your attention for our Music Hits
- Suggest songs to be added to our rotation



POST-PRODUCTION TECHNICIAN

Multiple Vacancies

Time Commitment: 4 hours/week based on designated broadcast period

Required Training: Audio Editing I, Post-Production Training

Aim of this position:

The Post-Production Technician must have a superbly-developed ear for broadcast quality standards. This person is the last line of defense to ensure that all content satisfies the station's audio quality standards and is ready for on-time broadcast. They will edit audio and add sound design so that the listener enjoys a smooth listening experience with appropriate flows and transitions between segments of the broadcast period. They will also ensure that the broadcast period is consistent with the station's overall broadcast standards and sound. After the broadcast period, finalized audio will be sent to social media personnel for online publication. Lastly, the Post-Production Technician will submit completed Evaluation Form for all pre-recorded audio from the broadcast period (including those cut due to poor quality); this form will be sent to individual Content Creators and the Content Administrator.

Pre-requisite skills: Able to work well in high-pressure environment. Willingness to receive and offer constructive feedback. Passionate about radio. Experience with Audio Audition a huge bonus.

Primary Responsibilities: Adhering to the strictest of broadcast deadlines and audio quality standards in the completion of the following:

- Previewing and editing radio content for designated broadcast period:
 - Scrubbing audio for quality assurance and cutting any broadcast material that does not meet audio standards
- Adding sound design to designated broadcast period, including:
 - Theme/topic appropriate music selection that fulfills station quotas (e.g. CanCon); Adding sound clips and audio effects to enhance audio; Adding sound bumper, segment, and series-specific sound design
- Submit finalized audio files to Broadcast one hour before broadcast
- Mandatory attendance at Department Broadcast Meetings

Evaluation of: Interview Audio Quality



REPORTER

Multiple Vacancies

Time Commitment: 4 hours/week to prepare one-two interviews according to beat

Required Training: (1) Reporting I & II (including etiquette, software and hardware); (2) Audio Editing;

Aim of this position:

Reporters create the spoken word content that come to define the station, representing its values and those of the listening communities. As such, Reporters must actively engage with our listening audience through community and online events in order to identify stories and issues that matter. Reporters must take the initiative to pursue, conduct, and edit interviews. They ask thought-provoking questions that demonstrate an abundance of pre-interview research into the issue/topic. These questions Dig Deep to the core of a story/issue and generate answers that will educate/entertain listeners. A good Reporter is a natural conversationalist who can engage with guests from all background with the respect, interest, and warmth that make for a conversational and engaging interview.

Pre-requisite skills: Expert oral and written communication skills; innate conversationalist; advanced research skills; able to work well in high-pressure environment; willingness to receive and offer constructive feedback; passionate about radio.

Primary Responsibilities: Creating one-two 10-12minute interviews by:

- Identifying interview topics that are timely, engaging, and relevant to our listening audience. This includes an innate ability to determine whether an issue is or is-not interview-worthy. OR selecting interview topic available on assignment desk.
 - Interview topics must be consistent with Reporter beat
 - Topic and guest must be indicated on shared Assignment Desk.
- Sourcing the interview by connecting with those directly involved in or impacted by a story. Interview guests must be articulate and able to engage listeners with educational/informative/entertaining perspectives. Reporter must be driven to pursue sources as necessary to file a story on-time.
- Scheduling and conducting the interview in studio by phone or in person, or on-site. This includes preparing well-researched, thought-provoking questions, and considering audio quality in the execution of interviews.
- Editing interview to satisfy station's broadcast standards; using sound design whenever possible to enhance listening experience (music, sound effects, audio clips, etc.)
- Submitting story to appropriate departments on time and tracking progress on Assignment Desk.
- Identifying 3-3:30minute clip from interview for promotion
- Mandatory attendance at Department Story Meetings

Evaluation of: Once per week, Reporters will evaluate an interview conducted by a fellow reporter according to the station's Interview Content Standards. Completed evaluation form must be submitted on time to the evaluated Reporter and Music/Spoken Word Coordinator.



BOARD OPERATOR

Multiple Vacancies

Time Commitment: 4 hours/week based on designated broadcast period

Required Training: Board Operation

Pre-requisite skills: Able to work well in high-pressure environment. Quick reflexes and adaptable to changing circumstances. Willingness to receive and offer constructive feedback. Passionate about radio.

Aim of this position:

The Board Operator must possess expert reflexes when it comes to soundboard operation. They think and act quickly to transition between the different elements of the show and adjust their plan to address unexpected occurrences. They are proficient in soundboard operation, able to troubleshoot unexpected programs, while staying in command of the on-air studio. Hosts will take their direction from the sound-board operator, but the soundboard operator must be able to address deviations from script. At the end of the broadcast, the Soundboard Operator will retrieve audio for live interviews and send it to social media personnel with timestamps for online publication. Lastly, the Soundboard Operator will submit completed programming log form.

Primary Responsibilities:

- Operate the sound board during on-air broadcasts, delivering smooth transitions between the different elements of the show including interviews, music, commercial breaks, etc.
- Using iMedia Touch monitor the entire broadcast experience within the studio
- Arrive early to review the show script before broadcast and gather necessary materials
- Prompt the host(s) to begin speaking, pause, or wrap-up, as dictated by the flow of the program/broadcast
- Listening carefully to broadcast and adjusting sound board operation to accommodate unexpected occurrences
- Obey all studio rules as well as broadcast quality standards
- Time stamp live interviews; send time stamped content to social media personnel.
- Submit finalized pre-recorded audio files and runsheet for social media publication
- Mandatory attendance at Department Broadcast Meetings

Evaluation of: Delivery of the show Host.



SWING ANNOUNCER

Time Commitment: 3 hours/week based on designated broadcast period (responsible for 50 minutes of live programming, plus time for research and prep) to a maximum 10 hours/week

Required Training: Board Operation, Scripting & Voicing

Aim of this position: The Swing Announcer is an expert at presenting music to our listeners. They come with an understanding of audience engagement and are active users of social media. The purpose of this role is to provide engaging programming for our listeners, representing your chosen genre, in line with our Urban Alternative sound.

Swing shifts will occur primarily Monday through Friday from **11am-1pm / 1pm-2pm & 3pm to 5pm** (other swing shifts may be available on weekend and odd-block shifts based on pre-emption, etc.)

Participants in the role of Swing Announcer can develop well-rounded skills over time to include: i) board operating, ii) interviewing, iii) specialty segment delivery (live and/or pre-recorded)

Pre-requisite skills: Knowledge of music, local topics, audience engagement, social media, research skills.

Primary Responsibilities:

- Curateing music from our music library and presenting it to our listeners
- Answering the phone in studio and working with the social media team to further engage with the audience.
- Talking on-air and presenting relevant information to our listeners
- Researching and scripting engaging stories to share with our listeners
- Operating the sound board and using iMedia Touch
- Minor audio editing (using in-studio Enterprise On-Air suites)
- Occasional promotional appearances on behalf of VIBE 105