



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 accomplish this through:

- **Identified Roles** - that are consistent with 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** - that are transferable to any professional broadcast environment, including training and use of iMedia Touch and Adobe Audition.
- **Routines/Systems** – that encourage the development of professionally guided content, and employ evaluative systems that align with industry standards, ensuring the broadcast of top-notch quality content.

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 your resume and cover letter to to: resources@vibe1055.com with the subject line "VIBE360 Application". Clearly indicate which role you are applying for and why you would be a good fit for it.

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.

FREQUENTLY ASKED QUESTIONS (FAQ)

FAQ: *How long does each position last?*

Internships are normally 8 months and volunteer positions are 4 months. All positions are subject to a 3 month probationary period. Contributors may apply to renew/extend their positions after the 4 or 8 month period.

FAQ: *I'm not a student. Can I still contribute to VIBE?*

Yes, internships and volunteer positions are open to all members of the community.

FAQ: *I want to contribute to VIBE. What should I do to get started?*

Your involvement with VIBE 105 begins with emailing your resume and cover letter (explaining which role you are applying for and why you would be a good fit) to: resources@vibe1055.com You will be invited to the next Recruitment Event to learn about VIBE and then be interviewed afterward.

FAQ: *I want to contribute but I have never ____ (interviewed someone, edited audio, etc.). Can I still contribute?*

If a position has pre-requisite skills, it will be indicated in the description. In addition, we provide training for contributors with demonstrated commitment and potential. VIBE News and Music Hits are also a great place to get started and develop your skills – if you're new to the world of radio, check out the New/Music Hit Producer description below!

FAQ: *Are VIBE volunteer and internship positions unpaid?*

The VIBE 360 program is designed to enhance/develop your broadcasting skill set through professionally guided experiences. We offer trainings and the opportunity to be on the FM dial in the most sought out market in Canada. Though this is an unpaid experience, you have the opportunity to develop your portfolio and tighten up your skills by being consistently evaluated on the content you produce/the execution of your task.

FAQ: *Which departments can I contribute to?*

Each of the roles listed in this package is overseen by one of three VIBE departments: (1) Music, (2) News & Spoken Word (aka talk radio), or (3) Production. Some roles are available in multiple departments, depending on the contributor's interests and the station's needs. All the position are listed in the chart below. Take particular note of whether the position is offered an internship or volunteer role (or both) and the corresponding required hours.

Role	Commitment Type		Department		
	Internship (8-10Hrs /Week)	Volunteer (3-5Hrs/Week)	Music Dept.	News & Spoken Word Dept.	Production Dept.
Beat Director/Reporter	√		√	√	
Producer	√		√	√	
News/Music Hit Producer	√	√	√	√	
Reporter		√	√	√	
Post-Production Technician		√	√	√	
Social Media Specialist	√		√	√	
Soundboard Operator		√	√	√	
Broadcast Host		√	√	√	
VIBE Selection Facilitator	√		√		
Music Reviewer & Logger		√	√		
Creative Producer	√				√
Voiceover Contributor		√			√

BEAT DIRECTOR/REPORTER

Internship, Music and Spoken Word Depts.

Time Commitment: 8-10 hours/week to prepare 2 interviews according to beat/time slot. (A Beat is a specific area of focus; e.g. Education, Labour, or (music).



Required Training: (1) Reporting Part I & Part II; (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 in News and Spoken. Experience with Audio Editing a huge plus in both Depts.

Aim of this position: Beat Directors/Reporters create the interviews 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 content produced under the Beat, providing direction and feedback to ensure that the Station's outgoing content is of the highest standards, representative of our listening audience, and consistent with Station's principals.

Primary Responsibilities: Content Creation & Beat Leadership

Creating two 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/or selecting interview topic available on Assignment Desk.
- Sourcing the interview by connecting with those directly involved in or impacted by a story. Reporters must be driven to pursue sources who are articulate and able to engage listeners with educational/informative/entertaining perspectives 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, including identifying 20-40 second 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.

VIBE HITS PRODUCER

Internship, Music or Spoken Word Depts.



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 Part I & Part II; Scripting & Voicing; Audio Editing; VIBE News/Music Hit Orientation

Primary Responsibilities:

- Research story leads relevant to spoken word/music programming (using the assignment desk as a primary resource), in compliance with the Content Hits identified in the VIBE News/Music Hit toolkit
- Prepare VNH content which, depending on the type of content, may include:
 - 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 length.
- 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 Content Facilitator for final evaluation by specified deadline- there is no flexibility on this, deadlines MUST be met.

PRODUCER

Internship, Music or Spoken Word Depts.



Time Commitment: 8-10 Hours/Week according to designated 2 or 3-day broadcast period

Required Training: Reporting Part I & Part II; Voicing & Scripting; Audio Editing; Post-Production; Producer Orientation; Sound Board Operation

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 Department Coordinator, they guide content from inception to delivery and digital archiving, including: identifying appropriate interviews stories, contacts, etc., for the Assignment Desk. They hold a leadership role that ensures 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 Department meetings, guiding contributors in fulfillment of program mandates, broadcast quality, etc. They are fluent in all aspects of the broadcast experience 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 is a huge plus.

Primary Responsibilities: Administer and oversee all Contributors involved in designated 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
- Track program guests
- 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 Department meetings
- Manage online and physical broadcast schedule

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

Digital Media Specialist

Internship, Music and Spoken Word Depts.



Time Commitment: 8-10 hours/week based on designated broadcast period. (Must be available for a full day 11:30am-7:30pm one day per 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. They work closely with the live broadcast team (Producers and Reporters) to get all the content posted in a timely manner (maximum 24 hours after broadcast). They are solid writers, able to adapt elements of the live script to a blog format.

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
- Updating blog with daily spoken word and music segments: editing (if necessary) and uploading audio content and writing captivating description for each segment (within 24 hours of broadcast)
- 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.
- 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 organization's brand standards and mandate to properly reflect the branding
- Respectful of privacy relating to passwords and other security related features
- Participating in Story Meetings to strategize about segment promotion
- Showcase non-broadcast content that is relevant to our audience on the blog
- Notify all stakeholders and relevant parties about their presence on our blog

VIBE SELECTION COORDINATOR

Internship



Time Commitment: 10-12 Hrs/Week

Term: May/June 2015 to August 31st 2015

Required Training: (1) Audio Editing

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 liason with identified programmers to select highlighted music that is reflective of the station's mandate towards music programming.

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."
- Writes copy to submit to Social Media Facilitators
- Writes 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

Volunteer, Music and Spoken Word Depts.



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, to a significant extent, with the Host that delivers it. Therefore, the Host must be highly organized, independent, and motivated 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) Scripting & Voicing

Aim of this position: The music reviewer is key to the functioning of the music department. Without the music reviewer 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 you are essential to the sound of the station as well as providing content to contribute to VIBE Music News Hits and the VIBE blog.

MUSIC LIBRARY Our music library consists of more than 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; a “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 & writing skills.

Primary Responsibilities:

- Listen to new CDs & digital submissions that are submitted to VIBE
- Approve or reject releases based on VIBE’s “Urban Alternative” sound and mandate as a non-Top-40 radio station
- Catalogue CDs using music logging software CATraxx; Catalogue digital submissions on server
- Input top selected tracks into iMedia Touch
- Perform extensive research on obscure musical artists and genres in order to properly file them
- Write reviews for VIBE 105 blog; Write review scripts for Music Hits
- Suggest songs to be added to our rotation

POST-PRODUCTION TECHNICIAN

Volunteer, Music, Spoken Word, & Production Depts.



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 uses their superbly-developed editing ear to guarantee VIBE's 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: Intermediate-advanced knowledge of Adobe Audition (or other professional audio editing software.) Able to work well in high-pressure environment. Willingness to receive and offer constructive feedback. Passionate about radio.

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

Volunteer, Music or Spoken Word Depts.

Time Commitment: 4 hours/week to prepare one interview according to beat

Required Training: (1) Reporting Part I & Part II ; (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

Volunteer, Music and Spoken Word Depts.



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.

CREATIVE PRODUCER

Internship, Production Department



Time Commitment: 10 hours/week

Required Training: Audio Editing, Post Production

Pre-requisite skills: Previous experience with audio production hardware and software, particularly Adobe Audition and Pro Tools.

Aim of this position:

Creative producers are responsible for writing, recording, directing editing and producing on-air content for Vibe. This content includes, but is not limited to, ad spots, promotions, imaging and anything else. In addition, the creative producer is responsible for evaluating pre-produced segments that other departments produce, and ensuring that broadcast quality remains at a consistently high level. The aim of this position is to provide volunteers with the opportunity to get involved in the production of on-air material, and provide the individual with a portfolio of relevant demo material that can speak to their abilities.

Primary Responsibilities:

- Conceptualize, write and edit copy for all manner of radio spots.
- Schedule and direct and record voice talent
- Edit raw audio into cohesive takes
- Mix multiple sound elements to create audio for broadcast
- Assist in training volunteers in audio production, voicing and copy writing
- Perform quality assurance for on-air audio

Evaluation of: All departments producing content to be broadcast.

GRAPHIC DESIGNER

Social Media & Recruitment Departments



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

up to 3-4 hours can be conducted off-site once task flow is secured and standard output is attained

Required Training: Social Media Training

Pre-requisite skills:

- Experience designing posters, pamphlets, web pages, banner ads, e-newsletters, and e-blasts
- Strong working knowledge of Adobe Creative Suite (Illustrator, In Design, Photoshop, Acrobat
- Professional, Corel Draw), and/or other graphic design software.
- Excellent communication, time-management, organization and interpersonal skills.
- Comfortable working in a progressive, ethnically diverse, inclusive, professional environment.
- Able to take constructive criticism and adapt to rapid change.
- Super detail-oriented and comfortable working to tight deadlines.
- HTML coding experience is an asset.

Having access to your own computer and software also an asset.

Aim of this position:

The Graphic Designer is primarily responsible for designing various elements (posters, web banners, social media images, etc) for specialized programming, on-air shows and departments at our organization. This is an excellent opportunity to develop portfolio pieces as our broadcast (at 105.5FM) extends to a residential population base of 1.6 million with strong connections to local businesses, universities, and the Toronto arts scene. Work will be project based and may differ between departments. Creative direction will be provided through VIBE105's brand standards package.

Primary Responsibilities:

- Provide & Update VIBE1055 Branded content for various departments i.e. Recruitment VIBE1055 Branded documentation , Streamline templates branded as VIBE105
- Provide & Update Social Media Branded content to ensure consistency of the VIBE1055 Branding across all Social Media platforms
- Streamline VIBE 105 Launch of YouTube Channel branded content to ensure consistent branding across the board
- Collaborate with Social Media & Recruitment Department to streamline branding as well as idea creation and execution

VOICEOVER CONTRIBUTOR

Volunteer, Production Department



Time Commitment: 1-2 Hours/week

Required Training: Scripting and Voicing

Pre-requisite skills: Previous experience in narration, voice acting, broadcast, theatre or other relevant fields

Aim of this position:

Voiceover contributors are responsible for lending their voices to Vibe's productions. Contributors read a variety of scripts, and must be good at receiving direction. Successful candidates will be able to develop their read and voice, as well as stockpile a portfolio of relevant broadcast material that speaks to those abilities.

Primary Responsibilities:

- Voice creative radio spots to be aired on Vibe
- Receive direction from the recording engineer to ensure the highest quality performance
- Work independently to develop your voice talent

Music Library Assistant

Internship: September to December 2015

Time Commitment: 10 hrs/week

Required Training: (1) Music Reviewing Training



Aim of this Position: The Music Library Assistant works under the direction of the Music Coordinator to maintain the music library. Through their tenure they will engage in music reviewing and helping to build and manage a group of music reviewers. They will be knowledgeable and participate in every step of the process from music reviewing, to entering meta data into Catraxe, to transferring databases to the server. They will also be involved in investigating systems to manage and make accessible digital files that are received at VIBE on a daily basis.

MUSIC LIBRARY Our music library consists of 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 being input into our digital library, iMedia Touch. A functioning and organized library system is important to make the library accessible for our volunteers. The work of the Music Library Assistant is indispensable in this process. They oversee and help the facilitate of a smooth cataloguing process

Pre-requisite skills: A passion for music and music culture; extremely detail oriented- data entered into CATraxe has to be accurate; open-minded to various genres; Well developed research skills; aptitude to library management systems; Excellent time management skills.

Primary Responsibilities:

- Oversee the workflow of the music library from approved submissions, to entrance and filing of physical and digital copies
- Input physical copies of CD's into Catraxe, make sure databases are updated and identical
- Work with the Music Coordinator to develop more efficient and effective ways to manage incoming submissions
- Correspond with Music Reviewer's to keep track on the latest and best music
- Input digital submissions into iMedia Touch