

Job Posting: CKXU Music Director

CKXU is a non-profit, volunteer based campus community radio station that broadcasts from the University of Lethbridge. CKXU is currently hiring for the position of Music Director. The successful applicant would be responsible for all of the Station's programming activities, and would begin working on Monday, July 20, 2010. The position requires a time commitment of at least 20 hours per week. The Music Director receives a stipend every two weeks.

The successful candidate's responsibilities will include, but are not limited to:

- Lobby for new music materials from record companies and labels.
- Be responsible for the review and classification of all in-coming musical submissions.
- Maintenance and rotation of the CKXU playlist, Digital playlist and library.
- Compile weekly charts including genre-specific charts as well as the submission of these charts to Canada-wide charting authorities.
- Communicate with with representatives from record companies for tracking purposes.
- Overseeing the activities of certain other Administrative Officers.
- Ensuring programmers meet all content requirements.
- Reviewing all music logs, filing accordingly and report any problems.
- Submit a monthly report to the Executive Director.
- Arrange interviews with artists performing in Lethbridge.
- Solicit for complimentary tickets through record companies, club owners and promoters.

Qualifications:

- Strong communication and people skills.
- Demonstrate an eclectic and unbiased knowledge of music.
- Strong organization skills.
- Understanding of broadcast equipment.
- Good understanding Windows Operating Systems and digital filing.
- The ability to work well with a diverse range of individuals.
- Past radio experience is an asset, but is not required.

How to apply:

Please send your resume, cover letter and a brief statement telling us why you want to work for CKXU, to the CKXU Executive Director, Jorden Ager, at manager@ckxu.com. Applications will be accepted until 5pm on July 9, 2010. Everyone is thanked for applying, however, only those selected for an interview will be contacted.