

CFUZ - Peach City Radio

121-1475 Fairview Rd.
Penticton, BC V2A 7W5
(236) 422-0929

Production Crew Member

Volunteer job title	Production Crew Member
Department	Production
Reports to	Production Chair

Overview

Production Crew Members produce short, creative, high-quality spots that play on the air, including sponsor mentions, station IDs, public service announcements, and show promos. Sponsor mentions are CFUZ's equivalent of an advertisement: a short mention on-air to thank a local business for sponsoring our station.

Duties and responsibilities

- Voice, record, and produce station IDs, public service announcements, and other short segments to be broadcast on-air
- Produce sponsor mentions
 - Accept orders placed by the Support department using a template
 - Produce sponsor mentions according to specifications set by the client (basic information, script, length, background music, etc.)
 - Send the completed mention back to the Support department by the required deadlines
- Ensure that finished products maintain the CFUZ brand and communicate with our audience
- Accept assignments from the Production Chair and communicate progress

What we're looking for

- A strong passion for marketing, promotions, and recording
- Strong attention to detail and communication skills

What's in it for you

- Learn sound recording and production (useful for bands)
- Learn how to use production software
- Hear your work on-air

Training and resources provided

- Occasional "production jams" to learn how to record and produce sound, how to navigate our online workspace

Hours and working conditions

- 1-2 hours a week
- Work can be done alone
- On-call basis
- May book time in the studio or flex room to work

Responsible for supervising

Not applicable.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>