

Programming Quality Manager

Paid Staff

Supervision

The incumbent shall report to the Program Director.

Purpose

The purpose of this position is to maintain the quality of programming at Fusion Radio in order to exceed the expectations of our stakeholders, including our listeners and regulators.

Responsibilities

Monitoring of Programming

- Monitor recent program archives and evaluate shows based on their quality and adherence to broadcasting policies
- Refer DJ rule violations or incidents requiring action to the Program Manager immediately

DJ Feedback & Show Improvement

- Meet with DJs and radio announcers regularly to discuss the quality of their shows and to provide constructive, personalized feedback for how they can improve their broadcasts
- Assist in developing quality standards, broadcasting policies, and methods for providing effective feedback to DJs and radio announcers

DJ Training

- Plan and deliver training sessions on broadcasting quality for DJs and radio announcers
- Update, maintain, and distribute the Fusion Radio DJ Handbook and other related documents or guides

“Dead Air” Programming

- Coordinate the development and broadcast of special programming, including show repeats, to be broadcast in time slots when no DJ or radio announcer is broadcasting live

As well as other related activities that may from time to time arise.

Time Commitment

Approximately 15-20 hours per week.

Requirements

Skills

- Able to communicate effectively both verbally and in writing
- Able to coordinate and organize information and actions
- Able to give full attention to what others are saying, to take time to understand the points being made, and to ask questions as appropriate
- Able to be assertive but still respectful when speaking about rules and procedures
- Able to effectively manage own time
- Able to work independently with minimal supervision
- Able to monitor and assess the performance of self and others

Knowledge

- Knowledge of principles and processes for providing good customer service
- Knowledge of alternative ways to communicate and disseminate information via written, oral, and visual means
- Working knowledge of audio & PA equipment and/or iMedia software is an asset
- Knowledge of CRTC regulations as they relate to campus-community radio is an asset

Other attributes

- Good-natured, cooperative attitude
- Honest and ethical
- Careful about detail and thorough completing tasks
- Reliable, responsible, and dependable
- Sensitive to the needs and feelings of others
- Willingness to take on responsibilities and challenges

Training and Development

- General orientation about the nature and purpose of Fusion Radio and the position
- Specific on-the-job training about Fusion Radio's programming, equipment, and organization
- Potential for continuing education
- Potential for conference attendance
- Potential to move into other areas of the organization including upper management roles

All interested candidates should submit their resume and cover letter to the Internal Station Manager at jhuynh@fusionradio.ca no later than **5pm** on **WEDNESDAY AUGUST 25th**. Please note interviews will take place on Thursday August 26th and Friday August 27th.