

# Scarborough Fusion Radio

## Music Director

Hours of Work: Variable; 15-20 hours per week

Position Type: Contract – one calendar year



## Responsibilities

- Maintain current and positive relationships with artists, bands, record labels, and promoters, with the intent of constantly obtaining new music for the station.
- Act as the main facilitator & project manager for the music department. This includes assisting in recruiting, training, evaluating, and managing any genre directors & volunteers working within the music department.
- Though solely, or through the assistance of genre directors and volunteers, receive, listen to, organize, and communicate to the DJs relevant new music entering the station.
- Oversee the organization of Fusion's physical music archives (CD/Vinyl) and their digital music archives as well. Maintain and organize the digital music archive using the iMedia software currently employed by Fusion Radio.
- Along with the Program Manager, facilitate the creation for our overnight programming and back-up daytime programming using the iMedia software systems.
- Maintain regular office hours in the Fusion Radio offices to facilitate music tracking over the phone and via email. This includes managing all postings for weekly charts (be it on the fusion web site and relevant tracking sites) along with genre directors
- Assist the Fusion radio DJs, Frequency volunteers, and staff, to obtain artist interviews, concert tickets, and on air tags when relevant and reasonable.
- Report directly to the Station Manager of Fusion Radio and be responsible to the President of SCCR Inc. as well as the SCCR Inc. Board of Directors.
- Take part on the board of directors by reporting all matters with regards to the operations of the corporation and to handle other functions as considered necessary by the board.

## **Required Skills/Experience**

- Very strong communication skills both verbal and written.
- A strong passion for music of many disciplines and styles. An open mind to new and non-commercial artists and bands (with a critical but unbiased view) is an up most necessity.
- Experience in cultural/performing arts programming, arts management, and/or the music industry is an asset but not essential.
- Working knowledge of current music publications and music events in Toronto is a strong asset, but not essential. Knowledge of such trade publications as CMJ, Chart, Earshot, and others are an asset.
- Experience in a relevant supervisory role (preferably in the work place)
- Familiarity with Scarborough Campus Community Radio Inc. and Scarborough Fusion Radio is an asset.
- Experience with office software (Microsoft Office primarily). Knowledge of html/Dreamweaver, File Maker Pro, and/or broadcast radio software iMedia Touch would be an added asset, but not essential.

## **Desired Attitudes**

- Highly motivated and dedicated individual that is enthusiastic about Fusion Radio, music as a whole, and not for profit campus/community radio.
- Highly organized with the ability to effectively budget their time and meet set deadlines
- Reliable and able to work with minimal supervision
- Confident and effective decision making skills
- The ability to thrive in a fast paced environment where duties are clearly defined but decision-making, creativity and problem solving needs are shared.
- A strong connection to the mission statement and vision statement for Fusion Radio with the desire to pursue innovative and challenging programming for all our stakeholders and listeners.