

JOB POSTING - EVENT LEAD

TEMPORARY STUDENT POSITION

15 HOURS/WEEK / 21 WEEKS / \$20/HOUR

MAY 13, 2024 - OCTOBER 4, 2024

Application Deadline: Tuesday, April 30, 2024, at 11:59pm EST

This position is available to registered and continuing students at the University of Guelph. Please send resume and cover letter to outreach@cfru.ca with the subject line, "Event Lead"

CFRU is a volunteer-driven campus and community radio station and media centre committed to broadcasting high quality, innovative, and entertaining music and spoken word programming. We serve as a distinct alternative to other available radio and media services and provide an ongoing connection between the University campus and the wider community.

Nature and scope:

CFRU's Event Lead will work at the station and off-site to assist the Marketing & Outreach Director in running and attending events and festivals throughout Guelph and the surrounding areas. The Event Lead will: work with the Marketing & Outreach Director to ensure (promotional and recreational) tabling shifts are covered by volunteers and will step in lieu of any scheduling gaps; establish and update inventory of merchandise using our point-of-sales service, Square; handle cash flow and Square purchases for sales during events; and assist in planning and executing an Orientation Week event in September. The Event Lead will be given free access to all events and festivals they are required to attend.

Duties:

Working closely with, and reporting to, CFRU's Marketing & Outreach Director, the Event Lead will:

- Ensure the Orientation Suitcase is fully equipped with merchandise and resources before events
- Be responsible for set-up and/or tear-down of promotional tabling at events
- Work with the Marketing & Outreach Director to schedule volunteers to table at events
- Help oversee volunteers at events
- Update merchandise inventory using Square
- Be responsible for cash flow including Square purchases
- Help plan, promote, and execute Orientation Week event(s) in September
- Assist programmers/tech volunteer(s) with basic live-broadcast tech

Objective:

CFRU is a resource for University of Guelph students, providing access to equipment, training, and skills development opportunities. We are also a platform for sharing student voices and perspectives while connecting students to the broader Guelph community through media production, events, and other engaging experiences. When we attend festivals and events, we build community between on- and off-campus life as well as give opportunities for people to be represented by the media. We consider this a learning opportunity wherein applicable training and support will be provided throughout the contract term and a review will be conducted in the final week where the student will be encouraged to reflect on skills developed and offer feedback to CFRU Staff.

We are searching for two (2) enthusiastic and professional University of Guelph students to take a leadership role in this position. The successful candidates will be offered support where needed. Applicants for this impactful role should be organised, self-motivated, with good communication skills, and have an interest in problem-solving. This position requires many evenings and weekends in addition to weekdays.

Qualifications:

- Problem-solving skills
- Strong attention to detail
- Money-handling skills
- Good communication skills (verbal and written)
- Self-motivated and manages time well
- Highly organised
- Quick learner and able to follow instructions accurately
- Available evenings, weekends, and weekdays

Eligibility requirements:

- This position is open to domestic and international undergraduate and graduate students registered at the University of Guelph
- International students must be legally eligible to work in Canada

Assets:

- A reliable mode of transportation
- Technical skills
- An understanding of the back-end of point-of-sales program, Square
- Experience volunteering with CFRU
- Familiar with campus & community radio
- Friendly, enthusiastic, and positive attitude
- Strong multi-tasking skills
- Experience working/volunteering for not-for-profit organisations
- Interest in media, radio broadcasting, content production
- Knowledge of anti-oppressive practices

This is a 15 hour per week position for a 21-week term beginning May 13, 2024 and ending October 4, 2024 with a wage of \$20 per hour. Weekly scheduling of hours will be flexible and adaptable around classes and other work schedules. The successful applicants for this position will be welcome to re-apply if CFRU offers this position in subsequent semesters. Only current University of Guelph students will be

considered. This is not a unionised position.

To apply, please send your resume and cover letter to outreach@cfu.ca by Tuesday, April 30, 2023 at 11:59pm EST. Please use the subject line, "Event Lead."