



POSTED: JULY 8, 2024

BEAUSOLEIL FIRST NATION

EMPLOYMENT OPPORTUNITY

RADIO ANNOUNCER (1 FT POSITION)

INTRODUCTION:

The main duty of the Radio Announcer is to present clear, informative and entertaining information to their audience. This often requires announcers to prepare for their broadcasts in advance in areas such as topic research, fact-checking and script or show outline preparation. Announcers and DJ's may also have to compile song lists and prepare for personal interviews.

MINIMUM QUALIFICATIONS:

- Ontario Secondary School Diploma with 1-year related experience or 3 years with related work experience.
- This position may require travel and unscheduled/late hours as well evening and weekends.
- The successful candidate must provide a clear CPIC
- A valid class G driver's license and access to an insured vehicle is considered an asset.

ESSENTIAL DUTIES:

- Understand requirements for each event
- Plan event with attention to space and time constraints
- Book venues and schedule speakers
- Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost
- Communicate with vendors to achieve the most favorable terms
- Manage all event operations (preparing venue, equipment, etc.)
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards

KNOWLEDGE AND SKILLS:

- Knowledge in Microsoft Office or Google Suite. Computer savvy
- Proven experience with community events or a passion for the industry
- Excellent organizational and multi-tasking ability
- Resourcefulness and problem-solving
- A team player with great communication skills
- Have knowledge of video and audio equipment set up.
- High school diploma; Relevant training (e.g. production courses) will be an advantage

Duration: Term contract until March 31st 2024 with renewal as per Nookmis Fiscal Budget Approval.

Closing Date: **Monday, July 15, 2024 @ NOON**

Hours of Work: 35 hours per week, shift work, must be available for evening and weekends

Rate of Pay: \$18.50-\$19.50/hour

Eligibility: Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member

Direct	Alex Sandy	Functional	Joseph Stup
Supervisor:	Communications Officer	Supervisor:	Trust Comptroller

HOW TO APPLY

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office
Attention: Human Resources Department
11 O'Gemaa Miikan, Christian Island, ON, L9M0A9
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

Applications must consist of the following:

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.
Your application package must be clearly marked with your name and the position you are applying for.
We thank all who apply; however, only those selected for an interview will be contacted.