



## Beausoleil First Nation Human Resources

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### EMPLOYMENT OPPORTUNITY Podcast Studio Coordinator

<b>Posting Date:</b>	April 21, 2026	<b>Salary:</b>	\$19.00 to \$21.00 per hour
<b>Classification:</b>	Term Contract until March 31, 2027	<b>Closing Date:</b>	April 28, 2026
<b>Supervisor:</b>	Communications Manager (TBA)	<b>Vacancy Status:</b>	New role
<b>Hours of Work:</b>	35 hours/week		

#### Overview

Beausoleil First Nation is seeking a motivated and creative individual to fill the position of Podcast Studio Coordinator. This position is supported through the OTTER Targeted Wage Subsidy Program and is designed as a training and development opportunity. The Podcast Studio Coordinator will support the development of community-based media programming, with a focus on preserving Indigenous language, oral histories, and cultural storytelling. The successful candidate will receive hands-on training in audio production, digital media, and community engagement, progressing toward independently managing a podcast production cycle. This role contributes to strengthening local media capacity, increasing youth engagement, and ensuring cultural knowledge is recorded and shared across generations.

#### Key Responsibilities Include:

- Assist with the setup and operation of podcast studio equipment (microphones, mixers, recording software)
- Record, edit, and produce podcast episodes using tools such as Audacity or Adobe Audition
- Maintain organized digital audio files and archives
- Provide technical support during recordings and live broadcasts
- Coordinate recording schedules and studio usage
- Conduct outreach to youth, Elders, and community members to support participation
- Facilitate interviews, storytelling sessions, and youth workshops
- Support the development of culturally relevant programming
- Lead production of weekly or bi-weekly podcast episodes (later in term)
- Train and mentor youth participants or volunteers
- Promote content through social media and digital platforms
- Track listener engagement and assist with reporting and evaluation

#### Qualifications:

- Interest in media production, communications, or broadcasting
- Basic computer skills; experience with audio editing software is an asset
- Strong communication and interpersonal skills
- Ability to work respectfully with Elders, youth, and community members
- Understanding of or willingness to learn Indigenous cultural protocols
- Organizational skills and ability to manage multiple tasks
- Willingness to learn technical equipment and troubleshooting
- Ability to work independently and as part of a team
- Experience in podcasting, radio, or digital storytelling considered an asset
- Knowledge of social media platforms and content promotion considered an asset
- Interest in cultural preservation and community storytelling considered an asset

#### Training & Development Opportunities:

The successful candidate will receive structured training including:

- Audio recording and editing
- Interviewing and storytelling techniques
- Digital media promotion
- Studio operations and maintenance
- Community engagement and facilitation
- Workplace safety certifications (e.g., WHMIS)

Progression is expected from trainee to independently managing podcast production and mentoring others.

#### How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Three recent employment-related reference contacts
- Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member

**How to Apply:** Email applications are preferred: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) Alternatively, drop off at the Beausoleil First Nation Administration Building.

**Accessibility:** BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

**AI Use:** AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.