



107.7 Pulse FM is looking to create a fun powerhouse duo for their on-air morning show, "Pulse Mornings". Ideal candidates have a radio broadcast and or media background, who knows how to create original local content that is engaging for a F25-55 demo, who loves Nostalgic Pop Music. They're fluent on-air and online, thriving on multiple platforms (on-air, on-camera, social platforms, website, etc.), while working collaboratively with a co-host and part of the team. This individual welcomes constructive feedback, and is able to implement new thoughts into action. You must have all the tools to create the best show possible, including: audio editing, research skills, interview skills (booking, producing and executing), knowledge of key software, and must possess a go-getter attitude to become the trusted source of information to the communities we serve South of the Fraser, and become a positive influential figure in the community.

#### **KEY RESPONSIBILITIES**

- Co-produce and execute a great on-air show Mon - Fri (show and interview prep, booking guests, conducting interviews, controlling board operations, etc)
- Co-create fun unique bits and segments that reflect our format and demographic
- Co-conduct live and pre-recorded on-air interviews with guests
- Write and deliver local news, weather and traffic reports (must be sufficient in Burli software)
- Build a network of local contacts and sources for show interviews
- Write and post blogs for station webpage and social media (news reports, lifestyle, community, music, etc)
- Voice track, swing host and fill in for the newsroom when required
- Voiceover for commercials, promos, etc as needed
- Post original content to social media on a regular basis (Facebook, Instagram, Twitter)
- Acquiring and dubbing show hot keys into radio automation software (DJB) and iMediaTouch
- Pulling show interviews off the logger and posting to SoundCloud after each show
- Editing interview audio with (Adobe Audition) or Audacity software
- Ability to do live on-air cut-ins from client and community events
- Participate in social media and promotional elements (YouTube videos, contest photos/videos, etc)
- Position requires flexible hours outside of regular work schedule to attend community/client events and remotes (weekends and evenings may apply)
- Other duties as assigned

#### **SKILLS & REQUIREMENTS**

- Minimum 2 years experience as a full-time on-air personality
- Graduate of full-time post-secondary education in broadcast media
- Skilled in Adobe Audition & radio automation software (DJB) and iMediaTouch
- Skilled in Burli Software
- Skilled in using social media and web platforms (Facebook, Twitter, Instagram, YouTube, SoundCloud, Wordpress, etc)
- Has a passion for South Fraser community issues and events, and stays in the know on what's trending
- Knows how to conduct engaging interviews and how to deliver a unique angle
- Must be able to work collaboratively with a co-host, and welcomes suggestions from other departments
- Has a love for radio and entertaining, and carries themselves with a positive and upbeat attitude
- Is versatile in skills, and exceptional at multitasking, can roll with the punches and work on the fly
- Knowledge of audio editing for show interviews using (Adobe Audition) or Audacity
- Knowledge of which social platform is the best fit to post certain content is an asset
- Excellent communication skills in both written and verbal
- Works with integrity and respect for organization and coworkers
- Experience with Google Software Suite (Docs, Sheets, Drive) an asset.
- Strong interpersonal and organizational skills
- Self-motivated, innovative, and able to work as a team
- Knowledge of station music format is an asset
- Have a valid driver's license

#### **APPLICATION INSTRUCTIONS**

If you are a go getter and want to capitalize on this excellent opportunity, submit your resume, cover-letter, references and demo to showcase your winning on-air personality!

Send all application documents and files to: [jobs@pulsefm.ca](mailto:jobs@pulsefm.ca)

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