

## **Full Time Production & Program Assistant**

**Fairchild Radio is currently seeking two (2) Full Time Production & Program Assistants to join our team at our Vancouver office.**

### **Responsibilities:**

- Responds to requests and inquiries regarding program information and the receipt of program materials.
- Coordinates with the appropriate departments to arrange production facilities and equipment, and manages incoming and outgoing program feeds and materials.
- Assists with scriptwriting, including drafting, editing, formatting, splitting, duplicating, retyping, and packaging scripts for radio programs, commercials, promotions, and on-air segments as instructed.
- Assists Producers and other program personnel in the planning, preparation, timing, production, and post-production of recorded or live programs or program segments, both in studio and on location.
- Provides production support, including program recording, basic editing, coordination of production materials, and on-site assistance during live or pre-recorded broadcasts.
- Ensures program materials are prepared and available in studio for broadcast.
- Assists in monitoring program schedules to ensure programming is accurately recorded and properly logged.
- Performs and assembles basic research in support of program content.
- Audits and times program segments, noting required information and ensuring necessary revisions are completed.
- Performs other duties as assigned by the Department Head.

### **Qualifications/ Skill Required**

- Diploma or college degree in Communications or a related discipline.
- Experience in broadcasting is preferred.
- Strong creative writing skills in both English and Chinese.
- Fluency in Cantonese or Mandarin, along with effective English communication skills.
- Ability to identify newsworthy stories and develop them into engaging broadcast content.
- High level of attention to detail with the ability to carry ideas through to execution.
- Strong time management and organizational skills, with the ability to prioritize multiple tasks and work effectively in a fast-paced environment with shifting deadlines.



If you are a motivated self-starter with a passion for Production and Program work, please submit your resume to [hr@fairchildradiogroup.com](mailto:hr@fairchildradiogroup.com) . We thank all applicants for their interest, but only selected candidates will be contacted for an interview.

This position is restricted to those legally entitled to work in Canada.

Fairchild Radio is committed to Employment Equity and to providing a fair and equitable work environment. We encourage applications from qualified women, men, visible minorities, aboriginal people and persons with disabilities. If you need to be accommodated during any phase of the evaluation process, please contact our Director, Human Resources and Administration at [emilywu@fairchildradiogroup.com](mailto:emilywu@fairchildradiogroup.com) . All information received about accommodations will be kept confidential.

Fairchild Radio also respects your right to privacy. We have a firm policy of not selling, lending or disclosing your personal information. When we collect personal data, you can be assured that we will handle and store it in a secure manner. Your personal information will be kept confidential and destroyed after use.