

## **Full Time Production & Program Assistant, Mandarin Division**

**Fairchild Radio Vancouver is currently looking for a Full Time Production & Program Assistant, Mandarin Division to become a part of our team located in the Vancouver office.**

### **Responsibilities:**

- Responds to requests for, or enquiries about program information, receipt of program materials
- Arranges facilities and related equipment for production requirements through appropriate departments. Similarly, facilitates incoming or outgoing feeds of programs or program material.
- As instructed, prepares scripts which involve splitting, duplicating, retyping or any other form of preparation and packaging
- Assists Producers and/or other program personnel in the planning, preparation, timing, production and post-production of recorded or live programs or program segments in studio and on location
- Ensures that program material is available in studio for broadcast.
- Assist in monitoring program schedule to ensure that programming is accurately recorded;
- Performing and assembling basic research in support of programs;
- Writing and preparing simple scripts;
- Auditing and timing segments of programs noting necessary information and ensuring appropriate revisions have been made;
- Performing simple, routine, and obvious edits;
- Perform other duties as assigned by the Department Head.

### **Qualifications/ Skill Required**

- College degree in Communications
- At least 6 months of experience in broadcasting is preferred
- Must have writing knowledge/skills
- Excellent creative writing and communication skills in English and Chinese (Mandarin)
- Ability to recognize stories with potential and develop them into compelling broadcast content
- Highly detail oriented with the ability to execute ideas
- Comfortable working with talent, and other high-profile individuals
- Excellent time management skills, with the ability to prioritize and multi-task, and work under shifting deadlines in a fast-paced environment preferred



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.