



television you can believe in™

ctstv.com

Crossroads Television System - Edmonton, Alberta has the following full-time position available:

TV Host / Producer / Promotions Coordinator

General Objectives:

- Produce and host a weekly TV program.
- Represent CTS to diverse publics and media.
- Contribute to the planning and execution of station on-air promotion material.

Reporting Relationships:

Reports directly to the Executive Director, Alberta. Has functioning relationships and responsibilities to the Director of Sales & Marketing.

Responsibilities:

1. Research, produce, and host a weekly program; as such supervise cameraperson / editor.
2. Produce / submit content to the Ontario-originating daily news program *Always Good News*.
3. Write 60 second Promotion / Community Interstitial as Host.
4. Appear on-camera as Host of 60 second Promotion / Community Interstitial.
5. Participate and prepare written material for website, including a periodic blog.
6. Participate in on-location station appearances.
7. Represent CTS for Public Relations appearances.
8. Build & maintain relationships within the community.
9. Write station promos.
10. Write voiceover credits & programming intros.
11. Assist Office Coordinator in execution of contests, tracking of contest entries, and shipping of prize packages.

Qualifications:

- Excellent on-air television presentation and hosting skills.
- Ability to conceive, produce and deliver news and feature/human interest segments.
- Television Broadcast Graduate or related Industry Experience.
- Extremely strong writing skills – especially PR and news-related.
- Engaging personality.
- Experience in developing and executing on-air promotions.
- Ability to prioritize daily responsibilities.
- Self-directed, entrepreneurial.
- Ability to work well under pressure.
- Ability to meet deadlines.

Applications should be made in writing to:
Shirley Leless, Director of Human Resources
and must be received no later than Wednesday, November 25, 2009

1295 North Service Road, Burlington, ON L7R 4M2
Fax: 905-332-5313 Email: humanresources@crossroads.ca

*Applications internally and externally will be considered.
This position is open to both female and male applicants.
Crossroads Television System (CTS) is an Employment Equity Employer.
CTS adheres to the Provincial Privacy Policy. For more information on this policy visit: www.ctstv.com*

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