



Journalism Communications Assistant

The Journalism Communications Assistant will report to the Video Journalists, and will assist in ongoing journalistic video work including on-camera reporting, and video production, as well as communications tasks such as social media management. The student in this position will gain experience and training in all aspects of video journalism production.

CUTV is a Community TV station based on Concordia University's downtown campus. We are an independent media organization that focuses on grassroots journalism and covering underreported issues in the Concordia and Montreal community. We also assist students and Montrealers in making video content, and have an AV equipment lending library, studio rentals, and many other resources to assist in video production.

Responsibilities:

- Collaborating on production of episodes of METROPOLIS and LOCAL 514, including interviews, script writing, presentation, editing, promotional planning and other activities;
- Appearing on-camera to share about reporting and footage they have produced;
- Researching stories and conducting interviews in collaboration with CUTV journalists;
- Coordinating with volunteers for production of journalistic content;
- Upholding CUTV's journalistic standards;
- Assisting with writing reports, uploading content to our platforms, and meeting granting requirements.

Requirements:

- Applicants must be currently enrolled at Concordia university in a relevant faculty, and qualify for the [Work-study program](#)
- Proficient in English.
- Excellent written and oral communication skills.
- Punctual, well organized and able to multitask.
- Ability to work well independently and as a team.
- Experience with video production and video editing.

Assets:

- Passion for community organizing and social change.
- Currently studying Communications, Journalism, Film Production, or other related fields.
- Knowledge of the Concordia fee levy community and social justice organizing.
- Fluency in French.
- Experience working within a non-profit or community organization.
- Experience with or knowledge of independent media.

Workplace:

CUTV's offices are on the fourth floor, and are accessible only via stairs. Employees typically do some of their work from home/out of the office. Computers are available for use in-office, but employees are expected to furnish their own computers for work completed outside the office.

This position will be hybrid; some work will require travel around Montreal, which can be reimbursed if it extends beyond public transit usage associated with a normal commute.

To apply:

Email your CV and a cover note (less than 250 words) in the body of your email to jobs@cutvmontreal.org