

Job Posting: Audiovisual (AV) Producer

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



About Carillon

The Carillon Newspaper at the University of Regina is an independent, student-run and student-funded publication that has been serving the university community since 1962. It prides itself on being the voice of the students, providing a platform for diverse perspectives and opinions. Covering a broad spectrum of topics including campus news, features, arts and culture, sports, and opinion pieces, the Carillon aims to inform, entertain, and provoke thought among its readership. Run by a Board of Directors and a group of staff, the newspaper is dedicated to upholding the principles of journalism while offering hands-on experience to aspiring writers, editors, photographers, and designers. It serves as a training ground for students interested in pursuing careers in media and communications.

The position

Reporting to the Editor in Chief / Editorial Consultant, the Audiovisual (AV) Producer will focus on the development and production of The Carillon's podcast series and social media contents. This role is instrumental in bringing stories, interviews, and discussions to life through high-quality audio content that engages and informs the community while aligning with The Carillon's mission of amplifying diverse voices.

Responsibilities

Podcast & Social Media Content Planning and Development: (Approximately 70%)

- Develop podcast concepts and themes in collaboration with the editorial team.
- Research and identify relevant topics, guests, and stories that resonate with The Carillon's audience.
- Create episode outlines, scripts, and interview questions to guide production.
- Set up and operate professional-grade audio equipment, including microphones, mixers, and recording software.
- Conduct recording sessions in-studio, ensuring high-quality audio capture.
- Troubleshoot technical issues during recordings to maintain production standards.
- Develop audio & visual content on Carillon's social media.
- Edit raw audio recordings using digital audio workstations (e.g., Audacity, Adobe Audition) to produce polished podcast episodes.
- Add sound effects, music, and transitions to enhance listener engagement.
- Ensure the final product meets accessibility standards, including clear audio quality and optional transcription.

Collaboration and Communication (Approximately 20%)

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- Work closely with the Editor in Chief / Editorial Consultant to align podcast content with The Carillon's editorial calendar and mission.
- Participate in team meetings to provide updates on podcast projects and seek feedback for improvement.
- Offer input on overall content strategy, ensuring podcasts complement other media produced by The Carillon.

Professional Development (Approximately 10%):

- Participate in workshops or training sessions organized by The Carillon to enhance writing and journalistic skills.
- Seek feedback and mentorship from the Editor in Chief / Editorial Consultant.
- Perform any additional writing or administrative tasks as assigned by the Editor in Chief or the Executive Director.

What we are looking for

- A combination of relevant education and/or practical experience in journalism or a related field.
- A passion for journalism and a commitment to upholding journalistic standards.
- Prior writing experience is an asset, though not required.

Demonstrated skills and/or experience with

- Strong time management and organizational skills.
- Strong command of grammar and writing skills in English
- Experience in writing, editing, and producing content.
- Ability to maintain objectivity and journalistic integrity at all times.
- Proactive communication style and ability to collaborate in a team environment.

The selected candidate must meet all the eligibility below:

- Between 15 and 30 years of age (inclusive) at the start of employment.
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, S.C. 2001, c. 27.
- Legally entitled to work according to the relevant provincial legislation and regulations.

Contract Period This full-time summer position runs from **June 1, 2026, to July 24, 2026** with possibility of extension for ½ weeks.

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Hours of Work The position requires 30 hours per week in office.

Remuneration The Employee will be paid **\$17** per hour on a semi-monthly basis according to the Employer's regular payroll schedule. This position comes with three days of sick/personal paid leave.

Reports to **Editor in Chief / Editorial Consultant**

Deadline to Apply **Friday, May 8th at 4:00 pm**

To Apply Submit a resume (with a contact list of at least two professional references) and a cover letter to the HR@carillonregina.com. Please attach the above all in one document and include your name in the title. Your cover letter should connect how your skills and experience are relevant to this role, and ideally highlight your approach to journalism and community engagement. Please also **send in two samples** that showcase your abilities (social media content / multimedia project). Should you choose to submit your application in another format such as video recording, please contact us prior to your submission.

Equity statement

Carillon actively encourages and prioritizes applications from people who self-identify as being part of groups, communities, or having identities that experience barriers to equity. Self-identified equity-seeking candidates who meet the core skill and ability requirements for this position will be prioritized for hiring.

Hiring process and timeline

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After the application deadline, the Executive Director will review all applications and create a shortlist of candidates using a comprehensive and equity focused hiring matrix. All candidates will be notified if they have been accepted to the shortlist or not, with the opportunity to ask for additional details upon request. Shortlisted candidates will be invited to the interview process, with the ability to request alternative interview methods if accommodations are needed. After interviews and any reference checks are completed, the Executive Director will make a decision and the successful candidate will be notified immediately and offered the position, and other interviewed candidates will be notified of the decision.