



## **Sound Sugar Radio** **System Maintenance Volunteer**

### **What will I do as a System Maintenance Volunteer?**

- Update online song playlists and music rotations to ensure equal artist and genre air time.
- Perform regular checks on servers, networks, and other IT components to ensure efficiency.
- Monitor and maintain radio stations' systems (including servers and networks).
- Assist in the maintenance, problem-solving, and improvement of the organization's information technology systems to make sure it works well and is reliable.
- Establish and oversee backups for audio files and online broadcasting content.
- Identify and address potential issues with the website/server before they happen.

### **When - how much time do I have to commit?**

- 1-2 hours per week
- Schedule is flexible and can be adjusted around school or other work commitments

### **Where?**

- Remote (equipment will be provided)

### **What benefits will there be to me as a volunteer?**

- Hands-on radio broadcasting experience (including learning equipment maintenance and troubleshooting)
- Improved technical skills related to radio station operations
- Opportunity to network with radio broadcasting professionals and on-air staff/artists
- Resume and telecommunications field experience building
- Play a role in active Strathcona County community engagement support and radio station online operations
- Reference letters will be available upon request

### **Who will benefit from my volunteering?**

- Grow Sound Sugar Radio's online presence
- Contribute to the growth and success of a local online radio station
- Help promote local artists and diverse music genres
- Connecting with new followers, sponsors and audience members

### **Is this a good opportunity for me?**

- Requirements:
  - I am 16 years old or older
  - I can commit to 1-2 hours per week
  - I am knowledgeable on radio broadcasting equipment and studio technology
  - I am able to volunteer independently
  - I have access to a computer or laptop
  - I am willing and open to learning about new technologies