



## **CKUA: Music Library Assistant (Canada Summer Jobs # 3515692)**

CKUA is Alberta's voice for music, arts, and culture. Recognized as Canada's first public broadcaster, CKUA guides an inspirational journey of musical discovery through 30+ expertly curated multi-genre musical programs and other enriching arts and cultural content on-air and online. CKUA serves 380 communities across Alberta with FM Radio and, listeners around the world with live-streaming and enriching digital content through CKUA.com, the CKUA App and social platforms.

CKUA is not government funded; rather, proudly supported by a 12,000-strong worldwide crew of donors who collectively contribute 60% of CKUA's annual operational funding. As CKUA approaches its Centennial, we are on a mission to grow our philanthropic community. Wouldn't it be amazing to announce 100% donor-supported?! We believe so too! We are looking for a dynamic Development Manager who can work with us to make that day happen.

### **The Role**

Reporting to the Archival & Technical Production Services Supervisor, the Music Library Assistant provides active support in the Programming and Production departments. The Music Library Assistant works collaboratively in the library and production team. Primary responsibilities include digitize and catalogue new incoming releases into CKUA's Archive Database; help with prioritizing upwards of 100 new release albums incoming each week; learn about and ultimately work on creating and reporting the weekly Top 30 Chart.

### **Key Duties and Responsibilities:**

With direct supervision and mentorship from the Archival & Technical Production Services Supervisor, while occasionally working in the team environment, the Music Library Assistant will:

- Digitize and/or upload music to the Archival database, including cataloguing and following the new release lifecycle.
- Assist with the Top 30 chart and the associated duties related.
- Demonstrate strong record-keeping and organizational skills.
- Participate in technical quality control practices.
- Assist with interdepartmental initiatives.

**Desired Knowledge, Education and Experience:**

- Ability to relate to and engage with people at any level, and to represent CKUA within all of its communities in a professional, friendly and knowledgeable manner.
- Detail oriented, with a demonstrated ability to remain focused.
- Skill in organizing workload, setting priorities and managing multiple tasks.
- Proficiency with Microsoft Office suite of products
- Familiarity with database best practices.
- Flexible, outgoing team player, adaptable to rapidly changing priorities, interacting effectively with a variety of personalities.
- Meet all Canada Summer Jobs criteria for employment

**Hours of Work**

- Part-Time / M-F / 24-hour work week
- Flexible Work Environment
- Anticipated start May 31, 2021 - August 13, 2021 (11 weeks)

**Working Relationships**

- Reports to Archival & Technical Production Services Supervisor
- Collaborative working relationships include Announcer Producer team, Production team, including Senior Producer

**Salary / Compensation**

- \$17.95 hourly rate

**Application deadline:**

Please email cover letter and resume to [asmith@ckua.com](mailto:asmith@ckua.com) by May 10, 2021.

*CKUA welcomes applications from all qualified individuals. We are particularly interested in and encourage applications from equity-seeking communities, including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.*

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