



CKUA: Music Library Assistant (Canada Summer Jobs #4301213)

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.

The Role

Reporting to the Production Services Supervisor, the Production Assistant - Music Library provides active support in the Content and Production departments. The Music Library Assistant works collaboratively in the library and production team. Primary responsibilities include managing the acquisition of new music, digitize and catalogue new incoming releases into CKUA's Archive Database; help with prioritizing upwards of 100 new release albums incoming each week; create and report the weekly Top 30 Chart.

Key Duties and Responsibilities:

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

- Assist the the Music Library Assistant in the acquisition of new music, including requests, submissions, and promotional copies.
- Digitize and/or upload music to the Archival database, including cataloguing and following the new release lifecycle.
- Create the Top 30 chart and the associated duties related.
- Research and create artist biographies in the appropriate databases.
- Labelling, filing and shelving CDs.
- Generates routine and specialized library and inventory reports and distributes to appropriate departments on a regular basis. Reports any problems regarding the library data to senior staff.
- Assist with interdepartmental initiatives.
- Demonstrate strong record-keeping and organizational skills.

- Participate in technical quality control practices.
- Responds to playlist inquiries, and general inquiries of CKUA audiences, donors, co-workers and addresses their observations or concerns in a productive and constructive manner, seeking additional information to ensure accuracy of response.
- Attends staff meetings and maintains a currency of knowledge and understanding of the expectations and planning for CKUA content delivery.

Desired Knowledge, Education and Experience:

- Minimum of 6 months experience in library related post-secondary, or relevant library experience is required.
- Post-Secondary education from a Library, Library Technology, or Information Management school is preferred but not required
- Significant understanding of at least one musical genre.
- 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.

Hours of Work

- Part-Time / M-F / 35-hour work week
- Flexible Work Environment

Working Relationships

- Reports to Production Services Supervisor
- Collaborative working relationships include Announcer Producer team, Production team

Salary / Compensation

- This is a union position starting at Band One

Application deadline:

Please email cover letter and resume to asmith@ckua.com by May 19, 2023.

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.