

JOB POSTING - LOCAL MUSIC DISTRIBUTION COORDINATOR

(TEMPORARY STUDENT POSITION - HYBRID WORK)

10-15 HOURS/WEEK / 10 WEEKS / \$20/HOUR / SEPTEMBER 18-NOVEMBER 24, 2023

Application Deadline: Thursday, September 7, 2023, at 11:59pm EST

This position is available to registered and continuing students at the University of Guelph. Please send resume and cover letter to music@cfpu.ca with the subject line, "LMD Coordinator".

CFRU is a volunteer-driven campus and community radio station and media centre that is committed to broadcasting high quality, innovative, and entertaining music and spoken word programming. We serve as a distinct alternative to other available radio and media services and provide an ongoing connection between the University campus and the wider community. CFRU is a resource for University of Guelph students, providing access to equipment, training, and skills development opportunities. We are a platform for voices and ideas that are underrepresented in mainstream media, and we provide an accessible means for artists and bands to have their music heard.

Objective:

The Local Music Distribution (LMD) Coordinator is a short-term, project-based position that will serve as an opportunity for a student to connect with local artists and bands, promote local music to other campus & community radio stations across Canada, expand CFRU's own local music collection, and raise awareness of CFRU and campus & community radio's unique ability to support the local music community.

We consider this position a learning opportunity wherein applicable training and support will be provided throughout the contract term and a review will be conducted in the final week where the student will be encouraged to reflect on skills developed and offer feedback to CFRU Staff.

Nature and scope:

The LMD Coordinator will work both remotely and in-person to create a digital mailing of recently released EPs and albums by independent artists and bands who are local to Guelph and surrounding areas, to be distributed to campus & community radio stations across Canada. This will involve researching and reviewing local music releases, working with artists to obtain copies and permissions, drafting brief write-ups for the music, and organizing materials for the purpose of sharing digitally. Finally, the LMD Coordinator will create a guide for artists and bands for following up with recipient stations, monitoring for chart activity, and additional options for submitting releases in the future.

Duties:

Working closely with, and reporting to, CFRU's Music Director, the LMD Coordinator will:

- Research and correctly identify recently released EPs and albums by local artists and bands
- Review recordings to ensure they meet requirements ie. broadcast standards
- Document contact info for selected artists and bands

- Obtain high-quality digital copies of the EP or album and the necessary permission to share with other campus & community stations
- Verify and add song metadata as needed
- Draft a brief summary for each release to accompany the music
- Upload materials to a filesharing service and generate shareable links
- Organize materials in an email that is convenient and easy for other stations to use
- Research and document contact info for selected radio stations
- Provide artists and bands with information and suggestions to facilitate following up with radio stations, monitoring for chart activity, and additional options for submitting future releases.

Requirements:

- A keen and thorough researcher
- Accustomed to searching for and listening to music online
- Curiosity in the local music scene
- Some familiarity with music genre categories
- An aptitude for organizing and distilling information
- Comfortable with either Microsoft Excel or Google Sheets
- An attentive listener who follows instructions well
- Excellent communication skills (with an emphasis on written communication)
- Self-motivated with strong time management skills
- Detail-oriented
- Reliable and responsible

Eligibility requirements:

- This position is open to domestic and international undergraduate and graduate students registered at the University of Guelph. International students must be legally eligible to work in Canada.

Assets:

- Experience volunteering with CFRU
- An understanding of mp3 metadata and naming conventions
- Passionate about emerging bands and artists in Canada
- Familiarity with radio broadcasting in Canada
- A friendly, enthusiastic, and positive attitude
- Knowledge of anti-oppressive practices

This is a 10-15 hours per week position for a 10-week term beginning September 18, 2023 and ending November 24, 2023 with a wage of \$20 per hour. Weekly scheduling of hours will be flexible and adaptable around classes and other work schedules. The successful applicant will be welcome to re-apply if CFRU offers this position in subsequent semesters. Only current University of Guelph students will be considered. This is not a unionized position.

To apply, please send your resume and cover letter to music@cfu.ca by Thursday, September 7, 2023, at

11:59pm EST. Please use the subject line, "LMD Coordinator".

CFRU Radio is an employment equity employer. All qualified candidates are welcome. Preferences will be given to and applications are encouraged from all equity-seeking individuals including people living with disabilities, people of colour, Indigenous peoples, women, working class people, queer and/or trans people (an umbrella term recognising many identities outside of the gender binary, including but not limited to: transgender, transsexual, Two-Spirit, genderqueer, gender-fluid, etc.). Please feel free to complete our [Employment Equity Self-Identification Form](#).