



CKUT Digital Librarian (Canada Summer Jobs contract position)

3 month contract (240 hrs over 12 weeks)

Part-time (20 hrs a week) at \$15/hr

Application deadline: May 23rd 2021 11:59pm

Start date: June 1st 2021

ABOUT THE JOB:

CKUT's digital librarian will work with the music coordinator to ensure that CKUT's programmers and volunteers have continued access to CKUT's music holdings during the pandemic and our building closure.

DUTIES:

Log and sort physical media sent to CKUT via snail mail

Log and sort digital submissions to the station in coordination with the music coordinator

Rename digital music files so that they conform with CKUT's library organizational system

Help maintain our temporary digital music storage system

Help review music alongside CKUT's music volunteers to ensure that what is sent to the station fits with the CKUT mandate.

REQUIRED SKILLS:

- Must be self-motivated, well organized and be able to take initiative independently.
- Must have some knowledge and enthusiasm for music, especially DIY, underground and music from marginalized communities
- A background in library science is not required,
- Proficiency with spreadsheets (Excel) and google docs.
- Candidates should be genuinely excited and enthusiastic about representing CKUT.
- They should be interested in radio and broadcasting and the role of independent campus media.

CKUT is committed to deconstructing systematic barriers to employment - including but not limited to: race, gender identity, sexual orientation and disability. If you would like to be

considered for employment equity please indicate such in your cover letter if you are comfortable doing so.

The candidate MUST qualify for Canada Summer Jobs
<https://www.jobbank.gc.ca/youth>

Interested applicants should send their CV and cover letter to music@ckut.ca with position in the subject line by Sunday May 23rd at 11:59pm. Only shortlisted candidates will be contacted.
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