

Radio Laurier Position Description: Music Manager

Job Title: Music Manager

Reports To: Station Manager, Radio Laurier

Position Description: The Music Manager is responsible for overseeing the day to day operations in regards to music at Radio Laurier as well as the Radio Laurier music library on an internal focus.

Application: Submit an updated resume and cover letter that outlines why you would be successful in this role.

Responsibilities Include:

- Adhere to the WLUSP code of Conduct
- Attend all management meetings unless due warning is given to the station Manager
- Attend all other meetings or conferences as required by the Station Manager
- Liaise with the Station Manager, Program Director and External Music manager about music tasks.
- Screen and Catalogue all music received by Radio Laurier
- Facilitate effective use of the charting forms by the DJ's.
- Contact labels, bands and Public Relations Firms to increase Radio Laurier's Servicing
- Manage Music Assistants to ensure all music is being processed.
- Be aware of the musical library for our DJ's who host original shows.
- Any other reasonable duties as required by the station manager
- Provide at least a bi-weekly show review for programming
- When using social media in regards to Radio Laurier or WLUSP, the staff member is expected to conduct themselves in a respectful and professional manner