



<b>Job title</b>	<i>Library Coordinator</i>
<b>Reports to</b>	<i>COO</i>
<b>Contract Period</b>	<i>June 1 2018 – March 31 2019</i>

### About Bedtracks

Bedtracks Inc. is a dynamic music company with offices and studios on King St. East in Toronto. We are a team of talented composers, music pundits and creative brains that specialize in licensing music for television, advertising, web video, corporate use, and...well, just about anything. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

**As this position is based on a grant the candidate must identify as from a First Nation, Métis or Inuit background.**

### Job purpose

We have just recently created a new 'Library Coordinator' position at Bedtracks. This position is a hands-on role covering all aspects of building and administering a music library, including:

- Composer outreach
- Talent assessment
- Quality control, processing, tagging music for search purposes
- Community outreach and marketing

### Duties and responsibilities

- Composer outreach (10%)
  - Research and identify potential talent (Indigenous and non-Indigenous)
  - Perform initial outreach to composers where necessary
- Talent assessment (10%)
  - Take part in team 'listening meetings'
  - Assess submitted music, ensuring only top level creative is approved
- Quality control, processing, tagging music for search purposes (70%)
  - Listen to submitted music for 'anomalies'
  - Process tracks as per employee handbook
  - Tag approved music with appropriate metadata tags
  - Monitor and prepare monthly library metrics

- Ensure monthly track quotas are met
- Community outreach and marketing (10%)
  - Research and suggest useful marketing leads and community partners (Indigenous and non-Indigenous)

## Qualifications

### Must Have

- **As this position is based on a grant the candidate must identify as from a First Nation, Métis or Inuit background.**
- **Must be registered with Miziwe Biik Aboriginal Employment and Training**
- Exemplary organizational skills
- Basic understanding of professional production standards (samples/recording quality/mix)
- Love of music (especially music related to picture)
- Desire to learn and succeed in the world of music for media
- Eye for detail
- Self-motivated to achieve targets
- Computer literacy with databases / Excel/ CRM programs

### Nice to have

- Connections with Indigenous music makers/composers
- Social media/marketing experience
- Experience in music supervision, or scoring to picture
- Completed academic courses related to music for media
- Experience working with Soundminer, Soundbooth, Hubspot, Workzone

## Working conditions

- 35 hours per week
- Monday to Friday

Please send a resume and cover letter to F.A.O James Boyd ([james.boyd@bedtracks.com](mailto:james.boyd@bedtracks.com)), by 5pm EST, Tuesday May 15<sup>th</sup>. No phone calls.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted