EmuBands

Job Description: Content Assistant

Company: EmuBands Ltd
Department: Content and Development
Reports To: Head of Content and Development

Location: Glasgow
Status: Full-Time Permanent
Salary: £18,864.55 (rising to £26,826.73 on experience)

Application Deadline: Sunday 2nd August
Start Date: ASAP (flexible)

The Role:
We currently have an exciting opportunity for a detail-oriented, focussed individual to join the company as a Content Assistant.

Reporting to the Head of Content and Development you'll perform a wide range of administrative tasks relating to digital music assets and metadata, helping to ensure that releases are delivered quickly and accurately to stores.

Qualifications Required:
Educated to degree-level (preferably in a subject related to the role, although this is not essential).
Desirable:
Any experience with databases would be of benefit, as would any music industry knowledge, but these are not essential. Full training will be provided on all proprietary systems or standards used in the role.

Primary Responsibilities:
- Reviewing customer data for deficiencies or errors, correcting any incompatibilities, and preparing communication for further customer interaction.
- Ensuring all digital music releases adhere to the strict style guidelines provided by streaming and download services (Digital Service Providers or DSPs).
- Reviewing artworks to ensure they abide by DSP guidelines.
- Processing audio files and all other digital assets ensuring these are filed and archived.
- Overseeing and monitoring content deliveries, logging all successful deliveries and addressing any issues.
- Managing content issues and update requests from customers and DSPs - investigating, fixing, responding to and confirming fixes, liaising with internal and external contacts throughout.
- Processing DSP catalogue reports to generate links for customers and identify any issues with failed ingestions on DSPs side.
- Assisting with testing on changes to internal and external systems.
- Maintaining internal documentation and disseminating where appropriate.
- Maintaining good relationships with DSPs.

The Benefits:
You'll be working with a fantastic, sociable group of individuals with experience from all areas of the industry and will be provided with training in a breadth of subjects including music industry structures and issues, copyright and licensing, DSP content management systems, Amazon Web Services and DDEX.

We actively encourage staff to develop their interests and offer a great deal of scope for further personal and career development within this, so whether you'd be interested in moving into technical work or project co-ordination and management we'd work with you to achieve this. We also promote from within, so there would be the opportunity to move up to the role of supervisor as your experience grows.

EmuBands offer a wide range of support to employees including flexible working, health and wellbeing benefits and coaching/mentoring options, as well as good holiday allowance and pension.

The Person:
Working in our friendly, fast-paced Content Team the primary skill you will need is excellent attention to detail as you work on a variety of different systems and with a wide range of data sources – no two days are the same! We're looking for the following:

- An obsessive attention to detail.
- Good data collection and processing skills, using a variety of external sources.
- Good Excel skills.
- Critical and analytical thinking.
- Accuracy of work.
- Excellent communication and interpersonal skills.
- The ability to work as part of a team.
- The ability to work remotely, managing own workload appropriately.
- The ability to work under pressure.

To apply, or for further information, please visit https://www.emubands.com/job-vacancy-content-assistant