

## Digital Assets Manager

Bring your knowledge of file management and digital distribution to the CJRU team! Ryerson's campus radio station is looking for a Digital Assets Manager to assist us with our podcast feeds and more over the 2019/2020 school year.

### Duties

- Update podcast feeds, Airtable and Patreon accounts
- Create Audiograms
- Assist in updating content on iTunes, Spotify or other branded platforms
- Assist in posting content to website and social media
- Check feeds to platforms like RadioPlayer, iHeart and TuneIn.

### Qualifications

- Ryerson student enrolled in Media Production, RTA, Journalism, Creative Industries or other related studies
- Experience in multimedia environment
- Audio production (Logic, Audition or other)
- Professional Social Media experience
- Proficient user of Database and Spreadsheet applications

### Personal skill set

- Strong organizational skills
- Reliable and punctual
- Excellent communications and outreach skills
- Excellent character references
- A passion for local news and campus/community radio

### Terms:

This is a paid position during the academic year from September-May for approximately 12 hours per week.

### How to apply:

Send resume and a cover letter to [jacky@cjr.ca](mailto:jacky@cjr.ca).

We strive to build a diverse team and encourage applications from underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, and people with disabilities. If you need accommodation in the recruitment process, please contact us. Only those candidates selected for interviews will be contacted.

**Deadline for applications is August 18, 2019 at midnight**