**Assistant, Archivist - Part-Time (R-2020-09-31)**
Sirius XM
Washington - DC (United States)

Description

SiriusXM and Pandora have joined together to create the leading audio entertainment company in the U.S. Together, we are uniquely positioned to lead a new era of audio entertainment by delivering the most compelling subscription and ad-supported audio experiences to millions of listeners -- in the car, at home and on the go. Our talent, content, technology and innovation continue to be at the forefront, and we want you to be a part of it! Check out our current openings below and at www.siriusxm.com/careers.

Position Summary:
Responsible for organizing, cataloging, and reviewing audio programs and content including metadata entry.

Duties and responsibilities:

- Organize and catalog audio programs.
- Review audio and create descriptive metadata.
- Transfer and enter metadata.
- Save audio and metadata to archiving database.
- Assist with archival research & development projects for Programming as needed.
- Interface with Programming staff as needed.

Minimum Qualifications:

- Bachelor's degree preferred.
- Previous experience with radio programming and/or library cataloging systems.

Requirements and General Skills:

- Ability to recognize and analyze data, and assess value to archiving.
- Strong knowledge of various programming genres.
- Excellent oral and written communication skills.
- Excellent time management and organizational skills.
- Ability to pay attention to details and be organized.
- Ability to work independently and in a team environment.
- Must have legal right to work in the U.S.

Technical Skills:

- Excellent computer skills including Microsoft office suite.

Our goal at SiriusXM+Pandora is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. SiriusXM+Pandora is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, alienage or citizenship status, age, disability or handicap, sex, gender identity, marital status, familial status, veteran status, sexual orientation or any other characteristic protected by applicable federal, state or local laws.

The requirements and duties described above may be modified or waived by the Company in its sole discretion without notice.

To Apply: https://jobs.jobvite.com/siriusxm/job/olixdfwu