

# ACTRA

**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 30,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

*Are you meticulous at keeping the flow of work organized and when things don't go as planned you pivot to get the job done?*

*Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company.*

**ACTRA Recording Artists' Collecting Society ('ACTRA RACS') is seeking a full-time:**

## **Repertoire Analyst**

### **Position Scope:**

Under the direction of the Associate Director, ACTRA Recording Artists' Collecting Society, the Repertoire Analyst will work in collaboration with internal and external teams and stakeholders across the organization to ensure the efficient operation and highest standard of service.

### **Responsibilities:**

- Support the ACTRA RACS team by coordinating the ingestion of repertoire data from all stakeholders.
- Work with various systems throughout the repertoire ingestion process to ensure an effective and efficient end-to-end process.
- Maintain and enrich performer and repertoire data across multiple internal and external databases, handling large data sets where required.
- Assist in accurately matching performer and repertoire data and establishing areas of improvement in the matching process.
- Work with Information Technology and Digital Solutions (ITDS), to identify issues and ensure data fixes are accurately applied.
- Regularly conduct research, analysis, and validation of performer repertoire data to ensure accuracy and completeness.

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- Interact with external systems and stakeholders to ensure compatibility with industry standards and requirements.
- Prepare regular status updates and reports on the progress of repertoire ingestion.
- Monitor the effectiveness of the data prioritization and make recommendations for improvement.
- Collaborate with the RACS team to gather requirements and define data ingestion goals and metrics, as well improvements to the repertoire submission process.
- Support the ACTRA RACS membership team in solving repertoire and artist queries.
- Provide a positive and proactive experience when collaborating with internal teams and external stakeholders.
- Maintain knowledge of industry trends and developments in performer repertoire data management.
- Other related duties and projects generally considered to be within the scope of this position.

## **Qualifications:**

- Post secondary education required.
- At least one (1) year relevant experience preferred.
- Have a passion for music and excellent knowledge of repertoire.
- Strong database, repertoire data maintenance and administrative skills.
- Experience of working in a data processing environment with large datasets.
- Exceptional organizational and multitasking abilities to manage a high volume of data and tasks efficiently.
- Knowledge of end-to-end music royalty process and standard formats, including recording metadata fields and international identifiers.
- Detail-oriented with a strong commitment to accuracy
- Ability to work as part of a team and also work independently.
- Able to work under pressure to meet deadlines in a fast-paced environment.
- Ability to adapt and learn new software quickly.
- Strong analytical skills, and excellent organizational and time management skills.
- Excellent written, oral, and telephone communication skills.
- Strong research skills.
- Customer relations and/or stakeholder engagement experience preferred.
- Must be able to maintain positive and constructive working relationships with staff and ACTRA performers.

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## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) quoting 2024-18 'Repertoire Analyst' in the email subject line.

**NOTE: This is an in-office based position.**

*ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.*

Thank you for your interest in joining us. Only those selected for an interview will be contacted.