



# CONTENT CODER JOB DESCRIPTION

Updated: 11<sup>th</sup> August 2008

## CONTENT CODER JOB DESCRIPTION

Blue Pie Content Coders require a keen eye for detail and the following skills and qualifications. These should include excellent computer skills and an aptitude to learn a variety of data entry activities.

These duties entail straight alphanumeric data entry plus the ripping of CD's into various formats, using iTunes and Windows Media Player for our digital music store [www.mybluepiemusic.com](http://www.mybluepiemusic.com). Candidates will need to have the ability to work in a team, have a "can do" attitude and show strong attention to detail in their work.

### SKILLS THAT ARE REQUIRED:

- Experience in data entry
- Attention to Detail – This skill is paramount to the job
- Must be extremely computer & internet savvy
- Demonstrated and collaborative team-oriented approach
- Proven ability to work under pressure and manage priorities and deadlines
- Excellent oral and written communication skills
- Strong organisational skills and a pro-active approach are essential for this role.
- Someone with personality!

### ADDITIONAL SKILLS THAT WILL BE LOOKED UPON FAVORABLY:

If you know some or all of the following:

- Photoshop
- Illustrator
- Basic HTML
- Dreamweaver
- FTP Experience
- Basic Music and Video Production / Editing Experience

### OTHER NON-SKILL RELATED PREFERENCES:

- An outgoing, fun personality
- A self-motivated approach to everyday tasks
- The ability to work autonomously and unsupervised

## WORK CONDITIONS AND BENEFITS

### BENEFITS:

- St. Leonards office located close to the train station, only 5 minutes walk.
- Experience in the entertainment industry, which is a lot more fun than many IT gigs
- A wide and varied work base with a diversity of tasks, this means you will get to learn more on the job
- Our work environment is pretty relaxed and music plays a dominant role in what we do!
- We occasionally have gigs in which we'd be happy for you to attend and have CD's a plenty at your disposal
- Full or Part-Time hours available for the right people
- Great entry-level position / hands-on experience within the music industry

- Blue Pie is a small but rapidly growing label and digital distributor. We have a roster of over 500 artists with a core collective of about 6 active artists. As our artists are achieving more and more attention from the media this is a crucial and exciting moment for the team who work here.
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- Great entry-level position / hands-on experience within the music industry.

#### **RATES:**

- Above award remuneration and performance bonus structures, this depends on experience and a trial period.
- This will be covered at the initial interview and formalised shortly after an agreement is made.

#### **HOURS:**

- Office hours are from 8.15am to 5pm Monday to Friday

#### **APPLICATION DETAILS:**

- Short CV - 2 pages
- Short Cover Letter

### **CONTACT**

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Blue Pie is a record label and registered business name owned by Blue Pie Productions.