

Head Of Music (Library & Uploads)



LIVERPOOL
JOHN MOORES
UNIVERSITY

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Role:

The Head of Music (Library & Uploads) is responsible for overseeing the addition and management of music within Moore Student Radio's playout system, Aiir Playout One. This role focuses on ensuring that all music added to the system is sourced responsibly, suitable for broadcast, and correctly organised within the station's music library. The Head of Music (Library & Uploads) checks that tracks are not already present on the system before uploading, verifies that music comes from reputable and appropriate sources, and ensures all songs are clean and compliant with station standards.

They work closely with the Head of Music (Scheduling) to discuss new releases and ensure approved tracks are added to the system in a timely manner. The role also involves liaising with the Station Manager and wider exec team to ensure the music library reflects Moore Student Radio's Contemporary Hit Radio (CHR) style, diversity, and values, while remaining compliant with licensing and copyright requirements.

Responsibilities:

1. It is important that members of Moore Student Radio know who you are and how to contact you regarding adding music to the system.
2. Lead, support, and coordinate a team responsible for uploading music, ensuring contributors feel confident using Aiir Playout One and understand station standards.
3. Add new music to Aiir Playout One, ensuring all tracks are correctly uploaded, labelled, and organised within the system.
4. Check that music is not already on the system before uploading, avoiding duplicates and maintaining a clean, efficient music library.
5. Ensure all added music comes from reputable and appropriate sources and complies with station, licensing, and copyright guidelines.
6. Review all tracks prior to uploading to confirm that songs are clean, suitable for broadcast, and aligned with Moore Student Radio's values.
7. Maintain strong communication with the Head of Music (Scheduling) regarding approved new releases and additions to the music library.
8. Monitor and maintain the overall quality and organisation of the music library within Aiir Playout One.

Skills & Qualities Required:

- Experience with or willingness to learn Aiir Playout One or similar radio playout software to manage and upload music effectively.
- Strong organisational skills to maintain a well-structured, accurate, and up-to-date music library.
- Excellent attention to detail to ensure tracks are clean, correctly labelled, and compliant with broadcast and licensing requirements.
- Good communication and collaboration skills to work closely with the Head of Music (Scheduling), Station Manager, and wider executive team.
- Leadership and mentoring abilities to support contributors and ensure consistent standards when adding music to the system.