

**Long Wave Inc. Position Description**

**Position Title:** Product Data Management Specialist - Catalog Ingest

**Department/Location:** LW-SimTec/Oklahoma City, OK

**Supervisor:**

**Status:**  Regular/Full-Time (Exempt)

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**Position Overview:**

We are seeking a dedicated Product Data Management Specialist to oversee the catalog ingest process, ensuring the highest standards of data accuracy and integrity. This role involves managing the full lifecycle of catalog onboarding, from initial metadata review to final adjustments, and collaborating with various stakeholders to resolve metadata issues.

**Key Responsibilities:**

* Enter and maintain product and asset data for incoming catalogs, ensuring adherence to LWI standards.
* Manage the full catalog onboarding process, including initial metadata review, refinement, and final adjustments within the label copy system.
* Collaborate with internal and external stakeholders to resolve metadata issues.
* Communicate LWI standards and processes to labels, ensuring high-quality data transfers.
* Contribute to ongoing Product Data Management (PDM) projects and maintain team documentation.
* Analyze existing workflows and recommend improvements to enhance efficiency and data quality.
* Stay informed about industry best practices and emerging metadata trends.
* Participate in cross-functional initiatives to improve data management across the organization.

**Qualifications:**

* Proven ability to deliver consistent, high-quality metadata in a fast-paced music environment.
* Excellent verbal, written, and interpersonal communication skills.
* Strong multitasking and time management skills, with the ability to prioritize effectively.
* Meticulous attention to detail and a commitment to accuracy.
* Proficiency in Microsoft Excel and Google Workspace.
* Ability to work independently and collaboratively within a team to achieve shared goals.

**Preferred Qualifications:**

* At least 1 year of metadata experience in the music industry.
* Familiarity with industry metadata standards.
* Experience working with large data sets, spreadsheets, and data manipulation tools.
* Project management experience.
* Bachelor's degree preferred.

**EOE AA M/F/Vet/Disability**