



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Music and FFM Relationship Manager

Location

Remote

Client

Undisclosed

Job Summary

The Music Administrator is primarily responsible for scheduling and overseeing all music-related aspects and playlists related to Echelon's live and on demand class content. This person will work closely with the Instructors, FeedFM, and the Content team to ensure a best in class music experience and exceptional value for our member

Responsibilities

Oversee music schedule for Echelon Instructors

- Approximately 250 classes / stations per week
- Work with Scheduling team to manage/update Content Portal
 - Assign classes
 - Assign stations
 - Assign backup stations for First Play / Replay / Epidemic
- Manage/review music station submissions
 - Make sure all stations are published upon review
 - Work with Instructors to create and submit daily Radio Stations
 - Work with Instructors and Feed team on music track replacements as needed
- Provide timely updates to appropriate team(s)
- Provide and enforce music policies
 - Submit stations on time
 - Design with correct genres (assigned)
- Monthly genre analysis and rebalancing, as needed
- Understand and co-own Audible Magic/Media Net (reporting, relationships, ingests, troubleshooting, etc.)
- Function as the go-to person for all music-related questions, requests, concerns
- Monthly Music Analytics Review
- Provide analytics to the Echelon Team (station counts/song plays, etc.)
- Perform ad hoc music requests that support the general business

Qualification

- Strong written and verbal communication skills
- Thorough understanding of Echelon content and classes
- Detail oriented and strives for perfection
- Expert in Google Sheets & Docs
- Thrives in a start-up environment
- Self starter and proactive team member

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>