

Position: Publishing Administrator / Infringement Specialist

WHAT'S REQUIRED:

- Correspond with clients, prepare various mechanical / synchronization licenses
- Working comfortably within Music Maestro
- Gathering ISRCs (International Standard Recording Codes)
- Gathering all necessary writer / publisher splits
- Auditing and following up on sync use quotes, payments, and use timelines, as well as mechanical accountings
- Tracking new releases to check for any client activity
- Update commitments database
- Incredible follow up skills with an ability to derive results
- Comfortable working within YouTube CMS

WHO'S REQUIRED:

- Comfortable and skilled in both written and verbal communication
- Minimum of 3 years experience in music publishing or copyright licensing
- Expertise working with Music Maestro, Word and Excel
- Eager to be a part of large, family-owned, independent publisher
- Knowledgeable of the domestic PRO's and major royalty administrators in the U.S.
- Must be methodical, creative-thinking, respectful, eager to contribute, and able to effectively manage multiple parallel projects
- Proficient in Microsoft Excel/Google Docs, and experienced in collecting, organizing, and manipulating large pools of data
- Confident carrying out projects from start to finish, and providing quality data

WHY YOU WANT TO WORK HERE:

- An opportunity to work with talented professionals in the music industry in a casual and welcoming environment
- Competitive salary and benefits
- A true team environment where your contribution makes a difference
- Ability to interact with multiple departments
- Vibrant social office wide gatherings
- You want to make a difference

All applicants must submit a cover letter and resume to: Igor@Roynet.com