



Job Title: Admin Manager, Publishing & Label

About the Job

The ideal candidate for the Avex USA Admin Manager role will have a good understanding of the nuances of both domestic and international musical copyright, registrations, releases, royalty tracking, and organizing metadata. The main role of the Admin Manager is to handle copyright registrations for the publishing catalogue as well as manage Avex internal database for both publishing and label catalogue, working with the team to track splits, assist in resolving disputes, and keeping data updated and organized. This position will also act as an admin liaison for the Selene label team, assisting with the management of label release details, budget tracking and expenses. They will also be responsible for pub sync admin tracking, including communicating with clients and our administrator to seek sync approvals and keeping track of correspondence, statuses and payments.

The Admin Manager will work closely with and report to the VP, Head of Label & Publishing Admin. This is an integral role and valued member of the Avex copyright team.

This is a full-time position and will be remote/hybrid based in Los Angeles, CA

Job Summary:

- Daily/weekly maintenance of label and publishing catalogue (in Music Maestro)
- Regular communication with label team to ensure organization of label catalogue splits, release dates, etc..
- Track/maintain all catalogue information and submit registrations for newly acquired publishing catalogue
- Assist on any outstanding split discrepancies within publishing catalogue
- Assist department VP on various income tracking and catalogue research projects
- Communicate with clients, managers, lawyers to acquire split information
- Act as liaison between our administrator and clients for sync approvals, maintain internal sync request log
- Support label team and accounting with label client budgets and expense tracking
- Support department VP with royalty statement auditing process and any other administrative duties

Qualifications:

- 3-5+ years of experience in music label administration or music publishing administration
- Experience with database maintenance, managing music catalogues
- Familiarity with music copyright registration processes, PROs, DSPs, general understanding of the royalties process
- Microsoft Excel proficient
- Experience with Music Maestro a +
- Have a passion for music along with a genuine interest in the administrative side of the music business

Ideal Characteristics:

- Self-motivated team player
- Highly organized and efficient
- Organized, diligent, proactive & resourceful
- Strong attention to detail
- Professional work ethic
- Autonomous and responsible