

**Position Opportunity**  
**Catalog Manager**  
**Secret Road Music Services, Inc.**  
**Secret Road Music Publishing, Inc.**  
LOS ANGELES | NEW YORK | NASHVILLE | PERTH

**The Company**

With our name inspired by the Robert Frost poem, "The Road Not Taken", we have formed an artist and business-friendly music licensing, artist management and publishing company which allows artists to forge their own unique and independent path in the music industry.

We are devoted partners to music supervisors and ad agencies, often serving as a one-stop shop while offering a concierge-style experience honoring their creative vision. We've been successful for over 14 years because we make the processes of finding and licensing the perfect song for our clients easy, efficient and pleasant.

We passionately support our artists, helping them cultivate lasting and lucrative careers through high-profile placements of their songs in film, TV, advertising, video games, etc. Our publishing division expands this support through our administration and royalty collection services, which have a global reach. For these artists, taking the road less traveled "has made all the difference".

**Title**

Catalog Manager

**Reporting**

The position reports to the Director of Copyright and Royalties.

**Location**

Open to Nashville, TN or Los Angeles, CA applicants. (All offices are currently remote)

**Position Overview**

The catalog manager is responsible for ingesting and maintaining all assets of a catalog numbering approximately 12,000 composition copyrights and 12,500 recording copyrights, and overseeing the life cycle of artist agreements as it pertains to administration of their catalog. This position supports the sync licensing, publishing administration and royalty departments. This position is full-time.

**Specific Responsibilities**

- Ingest and organize with precision large volumes of music and data for publishing administration, sync licensing, and record label services for over 200 songwriters and artists
- Maintain relationships with songwriters and artists to obtain catalog assets & educate them about industry standards and protocols
- Tracking new releases by Secret Road artists and writers
- Interpret and organize agreement terms, providing the logistical framework needed to carry out administration of catalog.
- Register and update administered catalog at domestic rights organizations and US Copyright Office
- Manage metadata across multiple platforms

- Liaise with legal and creative teams re: implementing agreement deal terms
- Provide support to royalty statement processing
- Address copyright claim disputes
- Support admin systems reorganization as needed

### **Position Requirements**

- 1-2 years minimum experience working at a music publishing company in a copyright admin / catalog management capacity. Experience with master copyright management a plus.
- Basic understanding of sync licensing
- Track record of implementing efficient workflows and systems.
- Experience with industry-standard rights management software.
- Proficient in Excel
- Ability to work autonomously and a willingness to liaise with colleagues across different time zones
- Is highly conscientious in their approach to data management, understands that their work has considerable downstream impact. Has an 'eagle eye'.
- Can be flexible and navigate complexity efficiently without sacrificing accuracy
- Hands-on, resourceful problem solver.
- Strong project management and execution capability, proactive with deadlines and deliverables
- Highest integrity, work ethic and trustworthiness

### **Compensation**

Salary, incentive and benefits package will be offered, commensurate with the role and the relevant experience of the final hire.

### **Contact**

To apply or recommend a qualified candidate, please either apply via this posting or send resume and salary requirements to [christine@secretroad.com](mailto:christine@secretroad.com) and include "Secret Road – Catalog Manager" in the subject line.

### **Equal Opportunity and Diversity, Equity & Inclusion**

The company is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, age, or any other status protected by law. Further, the company strives to create a diverse, welcoming, equitable and inclusive environment for all applicants, employees, customers and suppliers.

### **Disclaimer**

The job description above is intended to set forth the general nature of the work that will be expected of the person who takes on this role. The job description is not, however, meant to be construed as an exhaustive list of all the duties and responsibilities required for this role. From time to time, all colleagues may be required to perform duties outside their normal responsibilities as needed, and the priorities within each role evolve over time based on the needs of the business.