

Director, Sync Licensing Peermusic Publishing

This is a fast-paced, high-volume job, based in Burbank, CA..

Ideally starting as soon as November, 2021.

Attention to detail is absolutely key

DUTIES:

- Draft and issue licenses, amendments and invoices on behalf of the firm
- Manage and track payments and deposits
- Communicate with royalty, copyright and accounting departments to ensure accurate payment to clients for licensed music
- Manage incoming cue sheet information and internal distribution of information
- Prepare regular and specially requested reports for designated segments of the firm
- Maintain internal files and data for the assigned departments
- Liaise with business affairs and legal to ensure strong communication and assure compliance in an ever-evolving landscape

REQUIREMENTS:

- Minimum 5 years of significant music publishing and licensing experience with a major or mini-major international music publisher, reviewing, drafting and negotiating music licenses, cue sheets and other licensing-related music documents.
- Strong communication skills (both verbal and written – Spanish a plus!).
- Strong interpersonal skills, with the ability to work efficiently and effectively in a team environment.
- Strong and demonstrated ability to prioritize, hit deadlines, take initiative, follow up and maintain attention to detail while maintaining professionalism under pressure
- Excellent organizational skills, with the ability to manage and follow through on numerous projects
- Capable of managing changing priorities and deadline pressure during heavy work periods that may require late hours
- Fast learner with strong attention to details and accuracy
- Proficiency with Microsoft Outlook, Word, Excel and other office-related software
- Ability to quickly and accurately master new, proprietary systems

Please submit resumes to bleger@peermusic.com