

**Royalties Coordinator Position Available**  
**Position Music, Burbank, CA**

Independent music publisher/label Position Music is hiring for a Royalties Coordinator position.

Position Music was founded in 1999 and is located in Burbank, CA. Our current staff of twenty-eight is extremely passionate about music and supporting our artists. We offer competitive employee benefits, along with a friendly, casual work environment in a modern industrial office with recording studios and the biggest drum you've ever seen hanging from the ceiling.

**Royalties Coordinator's responsibilities will include:**

- Sourcing and archiving royalty statements
- Importing and processing royalty statements
- Data entry
- Working hand in hand with finance on cash reconciliation against royalty statements
- Obtaining payment information from vendors, songwriters, and artists
- From time to time there will be various projects for Copyright department
- Pulling and creating reports for A&R, Marketing, Synch and Copyright departments

**The ideal candidate:**

- Is passionate about working in the music industry
- Has prior experience working in or around music publishing or a record label
- Is extremely detail oriented
- Is able to work individually or as part of a team
- Has the ability to prioritize and process a high volume of work
- Is knowledgeable about various types of royalties compositions and sound recordings generate
- Understands the basic concepts of mechanical and synchronization licensing
- Has excellent written communication skills
- Is proficient with Microsoft Excel and Word

Potential applicants can submit a resume and cover letter to [jobs@positionmusic.com](mailto:jobs@positionmusic.com).