



Copyright Analyst

The role:

Principally taking responsibility for the smooth communication of new and amended copyright information, ensuring at all times that data standards are maintained at a suitably high level. Liaison with both external clients, and internal staff across the company's Broadcast & Media, Production Music, A&R and Legal departments. It will be vital for the jobholder to be proactive in problem solving, using their own initiative and to comfortably work with Senior Management on day to day copyright issues.

Key duties and responsibilities include:

- **Workload Reporting** – Direct responsibility for reporting to Senior Management on workload progress, problems, backlogs etc. The ability to problem solve, initiate time saving workflows and work with large volumes of data is essential.
- **Song / Catalogue Delivery** – Responsible for communicating song delivery, identifying missing information, collating missing information with clients and sending the complete data set to Sony/ATV's Nashville office for systems input and registration. Prioritising own workload - giving priority works additional attention via On Line Registrations at the PRS in the UK, and ensuring all songs conform to Sony/ATV requisite data standards prior to set up. Balancing the workflow needs of the differing catalogues; Commercial, Production Music and Broadcast & Media Rights. A continuous flow of completed work to Nashville is essential in avoiding backlogs, proactivity in problem solving and educating clients will be required to enhance the quality of the data being received. Managing the expectations of external clients and internal management will be required.
- **Duplicate Claims & Disputes** – Assisting the Duplicate Claims Manager in assessment of all Sony/ATV & EMI MP UK titles in Duplicate Claim or Dispute status at PRS for Music, ICE and Affiliates. Analysis and follow up all new items and prioritising the high profile / value items for resolution. A strong line of communication and co-operation with the US Copyright and Business Affairs (UK Legal dept) teams will be a key factor.
- **General Copyright Enquiries** – Personally handling a large volume of copyright enquiries received from other Sony/ATV departments, affiliates, record companies and collection societies. Taking a leading role in prioritising and answering these enquiries and taking ownership of the issue(s) through to resolution. Responsible for responding to the enquirer direct.
- **Print** – Handling enquiries from print partners and internal communication in order to assist with the licensing of UK repertoire in printed media. Keeping data statistics of Print workflow.

The Person:

Job specific skills

Qualifications

Essential/Desirable

Tertiary education or degree level educated [D]

Work Experience

- Working knowledge of copyright within Music Publishing & Collection Societies [E]
- Knowledge of intellectual property rights and their application within the music publishing business [E]

Skills/Experience

- Capable of managing and organising own workload [E]
- Personal accountability, managing issues through to resolution [E]
- Aptitude for numeric work [D]
- Clear written & spoken English [E]
- Computer literacy – Excel, Word, Windows & Outlook [E]
- Commercial awareness [E]

Personal Attributes

- Conscientious and works with attention to detail [E]
- Initiative and ability to find solutions [E]
- Self-motivated – ability to work unsupervised [E]
- Team player [E]
- Hands-on individual who can create own training notes as they learn [E]
- Investigative & analytical nature [E]
- Negotiation, and has skill of persuasion [E]
- Excellent communication skills [E]
- Ability to work under pressure and deliver to agreed team deadlines [E]

Interests (If applicable)

- A genuine interest in a broad range of musical styles [E]

Industry Specific Knowledge

- Good Understanding of PRS Electronic Feed and Music Publishing internal systems & Processes [D]

Location:

The role will be located at 30 Golden Square, London, W1F 9LD. Occasional travel to other UK and international offices may be required.