

## JOB DESCRIPTION

<b>Job Title</b>	Music Publishing and Synch Coordinator
<b>Employer</b>	MPA Group of Companies – MPA, MCPS, IMPEL, PMLL
<b>Status</b>	Full-time
<b>Place of work</b>	8th Floor, 2 Pancras Square, London, N1C 4AG
<b>Holiday entitlement</b>	25 days in each calendar year, three of which must be taken during the Christmas and New Year period when the office is closed
<b>Salary</b>	£24 – 27k DOE
<b>Reporting to</b>	General Manager, MPA
<b>Duties</b>	<p><b>The Music Publishers Association is seeking a highly organised, pro-active, efficient and positive team player to work as its Music Publishing and Synch Coordinator Executive, taking responsibility for specific licensing related duties as well as offering admin support to its staff and assisting with the smooth running of its office:</b></p> <p><b>Enquiries</b></p> <ul style="list-style-type: none"> <li>Respond to publishing queries from MPA members and the wider public by telephone and email, fielded by the Office Administrator in the first instance</li> </ul> <p><b>Committee and Meeting Co-ordination</b></p> <ul style="list-style-type: none"> <li>Fulfil all aspects of organising and co-ordinating meetings as instructed, including but not limited to the following: <ul style="list-style-type: none"> <li>Scheduling meetings with assistance from the Office Administrator</li> <li>Create, compile and circulate agendas, briefing and meeting papers as directed by the General Manager, CEO, board and committee chairs as appropriate</li> <li>Take minutes</li> </ul> </li> <li>In addition, specifically responsible for carrying out the above duties in relation to the following: PMLL Board, Classical Publishers Committee (CPC), Pop Publishers Committee (PPC), Printed Music Publishers Committee (PMPC), Legal Issues &amp; Anti-Piracy Group (LIAPG) and other meetings to assist other members of staff where required.</li> <li>Assist the General Manager and/or CEO as needed by following-up on action points raised</li> <li>Facilitate working groups around committee and board issues</li> </ul> <p><b>MCPS Synch Licensing Coordination</b></p> <ul style="list-style-type: none"> <li>Manage all aspects of MCPS synch licensing, negotiating and issuing synch licences and applicable invoices on behalf of mandating publishers</li> </ul> <p><b>Membership Administration</b></p> <ul style="list-style-type: none"> <li>Assist the Membership &amp; Outreach Manager in carrying out the MPA's member services and administration functions for Publisher, Student and Corporate Associate members;</li> <li>Maintain the MPA Membership Databases</li> <li>Manage and monitor the administration and onboarding process for new members; <ul style="list-style-type: none"> <li>Circulate new member application details to the MPA Board for approval</li> <li>Input membership information to Civi CRM database once application approved</li> <li>Issue a welcome pack and website login details to new member</li> <li>Add new member details to the MPA Master Membership Grid</li> </ul> </li> </ul>

**A:** 8<sup>th</sup> Floor Two Pancras Square, London N1C 4AG

**T:** 0203 741 3800 **E:** info@mpagroup.com **W:** www.mpaonline.org.uk

	<ul style="list-style-type: none"> <li>- Circulate an email to the office notifying the team of the approved new member</li> <li>- File hard copy of application forms</li> <li>• Manage and monitor the online administration process for membership renewals; <ul style="list-style-type: none"> <li>- Prepare and issue membership renewal notices to the agreed timetable</li> <li>- Input any updated membership information to Civi CRM database</li> <li>- File hard copy of renewal forms</li> </ul> </li> </ul> <p><b>Agreement Administration, Licensing and Anti-Piracy Duties</b></p> <ul style="list-style-type: none"> <li>• Administer the MPA's Service Bands Licence and its agreements with JCQ and CIE exam boards, respectively, by issuing licences, researching copyright ownership of works, logging requests and responding to queries.</li> <li>• Fulfil the MPA's role as the ISMN agent for the UK &amp; Eire, from processing applications, issuing and logging ISMNs to liaising with the International ISMN agency</li> <li>• Manage the supply of information from UK publishers via the BBC to the EBU network and collate details of works to be broadcast</li> <li>• Carry out MPA's anti-piracy services: issue DCMA notices to infringing parties, maintain the logs of infringing sites and actions taken, escalate issues as appropriate and together with the General Manager fulfil the MPA's role as ICMP's appointed European Anti-Piracy Hub</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Provide support to the CEO, General Manager and other staff as necessary in this small and busy office and provide cover during periods of absenteeism</li> <li>• Attend staff and other meetings and events as required</li> <li>• Take an interest in and be an advocate for what the MPA is doing for its members</li> <li>• Proactively engage with other music and creative industries trade associations</li> <li>• Assist at, represent and attend MPA, external, industry and other UK and overseas events and meetings as requested</li> <li>• Assist with other MPA outreach and professional development initiatives as needed</li> <li>• Carry out any other task as reasonably required in the nature and spirit of the job</li> </ul>
<p><b>Skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• An efficient and proactive office administrator with a minimum of 2 years' experience in an admin department of a music publishing company</li> <li>• A clear understanding of the different departmental functions within a music publishing company</li> <li>• Highly IT literate (proficient in Microsoft Word, Excel, PowerPoint and Outlook)</li> <li>• Excellent written and verbal communication skills</li> <li>• Good organisational skills and ability to prioritise workload</li> <li>• Ability to work under pressure and to tight deadlines</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Self-motivated, positive, friendly team player with a pro-active creative and solutions orientated approach</li> <li>• Ability to use initiative and progress matters independently</li> <li>• Good interpersonal and diplomatic skills</li> <li>• Ability to see opportunities beyond immediate tasks</li> <li>• An interest and awareness in music, the wider industry and developing technologies</li> </ul>
<p><b>Application process</b></p> <p><b>Deadline for applications</b></p> <p><b>Interviews</b></p> <p><b>Start Date</b></p>	<p><b>To apply, please send a CV and cover letter explaining why you are suitable for the role to <a href="mailto:lorna.greenwood@mpagroup.com">lorna.greenwood@mpagroup.com</a>. N.B. Previous applicants needn't apply.</b></p> <p>Friday 2<sup>nd</sup> March 2018</p> <p>w/c Monday 5<sup>th</sup> March 2018</p> <p>As soon as possible</p>

*The Music Publishers Association exists to safeguard and promote the interests of music publishers and the writers signed to them; represent these interests to government, the music industry, the media and the public, provide publishers with a forum, a collective voice and a wide range of benefits, services and training courses; promote an understanding of the value of music and the importance of copyright; and provide information and guidance to members of the public.*

*The Music Publishers Association is a signatory to the Equality & Diversity Charter for Music and strives to be a fair and inclusive employer. We welcome applications from all backgrounds and appoint on merit.*