

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Rights & Content Manager, TCL Press
Accountable to:	<i>Director, Music Publishing</i>
Staff managed:	<i>None</i>
PURPOSE OF THE JOB	
<p>To initiate and develop a Rights Management business unit within TCL Press and be responsible for the publishing administration of owned copyright content. To provide specialist Business Affairs support for the rest of the Team and wider, across the company's music business stakeholders.</p> <p>To manage and develop Trinity's Copyright & Royalty system.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • To identify, capture and administer all music copyrights owned by Trinity • Help create, with the Publishing Director, a Rights/content vehicle for TCL Press • Ensure all works are registered with collecting societies and correctly exploited • Draft and administer all publishing related contracts – for the print business as well as the owned rights business, including Society licensing (e.g. MCPS audio product licensing) • Be responsible for the Trinity Copyright/Royalty system, uploading all new works and printed editions relevant to royalty processing • Execute royalty calculations as required and prepare statements/payment runs to royalty clients • Maintain the overall copyright/royalty system, create and maintain operational manuals relating to the system • Execute and manage content licensing, both in and out bound, in conjunction with the Head of Publishing • Be proactive in the identification of potential investment and acquisition opportunities, support Management in any acquisition processes which may result • Provide advice to colleagues and the wider stakeholder group across the organisation (Central, Hubs, Markets, Reps) about copyright and IP management issues 	

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification Graduate in Music OR related copyright Law. Applicants must have minimum 5 years' experience in music publishing copyright administration and/or management

ESSENTIAL SKILLS REQUIRED:

- Detailed knowledge of rights management and related copyright law within music publishing
- Experience in drafting and managing contracts (licensing, composer assignments etc.)
- Knowledge of music publishing administration systems, including knowledge of Society registrations both manual and via CWR
- Experience in managing Society relationship (e.g. PRS4Music) and understanding royalty statements
- Excellent communication skills and drafting ability
- Self-motivated and flexible in outlook
- Have the right balance of administrative and commercial skills, able to identify business opportunities
- Provide the right amount of support and advice to publishing colleagues and wider across the organisation

CONTACTS: INTERNAL AND EXTERNAL

- Publishing colleagues, including Head of Music Publishing and Director, Music Publishing
- Internal legal team and external lawyers
- Other colleagues involved in Trinity's music business – Markets, Hubs, Reps, Product team
- Collecting Society representatives and contacts (e.g. PRS4Music)
- Industry Representatives (e.g. MPA) and publishers

FINANCIAL PARAMETERS
Approval required from TCL Press management for any financial outlay.

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