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| **Job Title** | General Manager  |
| **Employer** | The Music Publishers Association |
| **Status** | Full-timeMonday – Thursday 9.30am – 6pmFriday 9.30am – 5pm |
| **Place of work** | 2nd Floor, Synergy House, 114-118 Southampton Row, London. WC1B 5AA |
| **Holiday entitlement** | 25 days in each calendar year, including three days that must be taken during the period when the office is closed between Christmas & New Year, plus bank and public holidays. |
| **Salary** | Salary negotiable, dependent on experience |
| **Reporting to** | Chief Executive |
| **Duties** | **Implement the MPA’s strategy and manage a small and diverse team.** Key tasks and responsibilities to be covered by the General Manager with support from their team include:**Strategic and Operational**To devise, develop and deliver a strategic plan for the MPA in partnership with the CEO and MPA Board:* Lead, manage and inspire an effective and efficient team, both operationally and procedurally to deliver the strategic plan and day to day services to Members to an excellent standard
* Communicate the vision for the organisation clearly to staff, members and external stakeholders
* Oversee the planning and implementation of the annual programme of events and in particular lead on the development of all MPA training and professional development:
	+ Devise and programme seminars
	+ Critically assess and improve the quality of and content of MPA courses
	+ Lead on the planning of the Annual General Meeting of the MPA in conjunction with the CEO, Events and Membership teams.
* Oversee and ensure the operation of the MPA Group of Companies’ communications strategy, press plans, website management, marcomms for events, etc.
* Lead on all MPA anti-piracy initiatives and act as the primary contact for all liaison with the Police Intellectual Property Crime Unit’s Operation Creative
* Negotiate and manage all MPA agreements (e.g. CIE, JCQ, BBC Hire Agreement) with support from the Legal Counsel
* Plan for, manage and deliver the annual MPA Publisher Census
* Transform the MPA into a beacon of best practice within the industry for Equality & Diversity

**Policy, Profile and Representation**To position the MPA as the leading voice on music publishing within the UK:* Increase the understanding of the role of music publishers and the MPA, promote the sector and its position within the industry and challenge pre-conceived ideas about music publishing
* Work with the CEO and MPA Board to develop a clear agenda on matters of Policy and lobby for the outcomes we seek to deliver
* Define the MPA’s role in lobbying around Music in Education policy
* Devise and programme quarterly “Policy Picnic” events for members
* Build strong and constructive relationships with other industry stakeholders including UK Music, UK Music members (including PRS for Music, BPI, AIM, The Ivors Academy), other relevant trade bodies and organisations such as the British Copyright Council and outreach organisations
* Forge relationships globally with international MPAs and ICMP
* With the support of the Legal Counsel and relevant committees monitor relevant legislative developments and engage with the MPA’s policy work
* Liaise with all other relevant organisations to promote music publishing and copyright amongst policy makers and the general public
* Represent the MPA at MPA events and further afield, participating in regular public speaking engagements
* Proactively seek out trade and press opportunities for the MPA Group of Companies, participating in interviews for print and broadcast media and delivering quotes as requested

**Financial**Work together with the Director of Operations and CEO to:* Set the MPA’s annual budget
* Review monthly management accounts and monitor all expenditures and receipts to ensure the MPA remains within its annual budget
* Review staff salaries annually, recommending annual increases and bonuses as appropriate
* Closely monitor member subscription levels throughout the year
* Co-ordinate annual review of membership subscription fees, putting forward recommendations and securing approval from the Board in line with MPA Articles of Association (and in advance of each annual AGM
* Ensure the MPA hits its sponsorship targets each year, set in conjunction with the CEO and MPA team
* Seek out and develop other opportunities for revenue generation such as online training courses

**Board, Committees & Member Meetings**Responsible for the organisation, co-ordination, support and output of the MPA Board and its key committees and groups, including but not limited to Education and Training Group, Pop Publishers Committee, Legal Issues and Anti-Piracy Group, Printed Music Publishers Committee and Classical Music Publishers Committee, delegating to the team as appropriate.Together with PRS for Music set the agenda for joint MPA/PRS for Music Member Update events.**Membership**Support the CEO and supervise the team in providing leadership to the members on the issues of the day and engage the membership in the work of the MPA:* Ensure that the interests of MPA members are promoted to government, policy makers and opinion makers as required
* Devise and implement a board agreed strategy to increase the MPA’s membership
* Anticipate new developments which may impact members businesses and refer to the CEO and/or appropriate committee or advisory group where appropriate
* Maximise value for money from MPA membership
* Negotiate and manage member benefits
* Develop and maintain relationships with current and potential members
* Respond to member needs by implementing new initiatives, seeking out useful benefits and representing interests to all appropriate bodies**.**
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| **Essential skills and person specification** | * Experience of managing a diverse team to deliver KPIs in a fast-paced environment.
* Experience of music publishing and a love for the business.
* Ability to support the Chief Executive strategically and trouble-shoot potential problems before they arise.
* Proven track record in setting and actioning short, medium- and long-term company strategies.
* A keen interest in, understanding of and strong ability to lobby the UK and EU governments, particularly as they relate to legislative processes and matters of significant importance to the music publishing community.
* Senior level negotiating experience.
* Knowledge and interest in Intellectual Property law and policy.
* Ability to demonstrate excellent diplomatic skills when dealing with individuals from all levels of the music industry and bring together diverse views to obtain consensus.
* Ability to lead confidently, as well as manage effectively in order to get the best out of people.
* An outgoing, positive, can-do attitude.
* A critical thinker and deft problem solver with sound judgement.
* Meticulous attention to detail.
* Higher Education Qualifications are preferred, but not essential, depending upon experience.
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| **Application process** | To apply, please send your CV with an accompanying cover letter to Lorna Greenwood at Lorna.Greenwood@mpagroup.com.Application deadline: 12.00pm (midday) on Monday 29th April |
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| **Equality & Diversity** | 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. |