

Job Description

Job title: Music Digitization Administrator

Department: Music

Reports to (title): Publishing Editor, Music

Division: Global Academic

Date: April 2022

PURPOSE OF THE JOB

To carry out the necessary administrative tasks to enable sheet music titles to be published digitally, as well as preparing PDF files to a digital-ready specification and sourcing missing digital files for print titles.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Maximum of 10 Accountability Statements

- Sourcing digital files for print titles by searching OUP Music's digital archive or requesting files from printers, where these have not been stored in-house.
- Working systematically through a list of titles to prepare them for digital distribution by:
 - Creating and maintaining title records in publishing management system Oxford Publish (Biblio).
 - Liaising with colleagues in Music Rights (to confirm digital rights have been agreed in existing contracts), Publications (to request ISBNs), Manufacturing (to upload files to digital assets management platform, CoreSource), and Ebooks (to request distribution of files to retailers).
 - Preparing marketing copy according to an agreed template and creating title records in marketing software Star Client.
 - Preparing PDF files for digital publication (resizing and removing extra pages and crop marks, amending copyright lines, and adding cover sheets, as necessary).
- Support the Publishing team with discrete administrative tasks to assist the publication of new titles and support the smooth running of the publishing programme.

KNOWLEDGE AND EXPERIENCE

Essential:

- High level of digital literacy
- High level of English, with the ability to write clearly
- Excellent organizational ability
- Excellent communication and interpersonal skills
- Good musical literacy, with experience in reading and understanding scoring, instrumentation, and notation
- Ability to work alone and as part of a team
- Ability to adapt, as well as to work under pressure to deadlines
- Openness and can-do attitude to learning new skills

Desirable:

- Familiarity with Biblio software
- Good knowledge of the sheet music market, particularly choral

KEY INTERFACES

Internal: Music Publishing team, Music Rights team, Music Marketing team, Manufacturing team, Design team, Publications team, Ebooks team.

External: Freelance typesetters, printers.

ORGANIZATION CHART

