

**JOB DESCRIPTION**

# INTERNAL

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| Title: | Publishing and Composer Manager |
| Reporting to: | Lorna Aizlewood, Senior Director Birdsong Music Publishing |
| Salary range: | According to experience |
| Basis: | Full time – 35 hours per week |
| Location: | London Somerset House/hybrid working |

# About us

With a roster of internationally recognized composers and a growing catalogue of orchestral works, chamber music and opera, Birdsong Music Publishing is creating the music of the 21st century. Established in 2021, we offer full publishing and management services to our composers, supporting them and helping to develop their careers by connecting them to artists and ensembles of the highest standing and bringing their music to the widest possible audience.

Birdsong Music Publishing is an associated company of the HarrisonParrott Group, a leading arts and management company.

# Job purpose

The primary responsibility will be to manage all day to day publishing operations, primarily liaising between composers and our publishing administrator, currently Faber Music and managing and supporting composers throughout the creative and financial process, ensuring seamless project delivery driving the promotion and sales of their works including catalogue sales. The position acts as a key liaison between composers, internal teams, and external partners to maintain strong relationships, oversee publishing, contract and financial administration, and enhance the visibility and commercial success of the composers’ catalogue.

# Key Accountabilities

**Administration:**

**Publishing administration**

* Manage the Birdsong works catalogue and digital score and parts material.
* Liaise with composers’ editors to obtain accurate editorial quotes, confirm availability and outline relevant deadlines.
* Accurately submit new works to Faber Music for registration with PRS.
* Liaise with Faber Music’s hire library to co-ordinate preparation and distribution of Birdsong hire scores.
* Prepare title pages and preliminary material, and proofread scores for sale and hire.
* Upload scores on the E-Partners hub for digital sheet music sales.
* Analyse and distribute royalty statements.
* Manage synchronisation and licence requests.

**Contracts**

* Negotiate, process and manage the issuing and finalisation of contracts for commission projects.
* Negotiate and issue contracts for publishing agreements e.g. librettist agreements.

**Financial Administration**

* Manage budgets for commission projects, including composer’s fee, editing costs and hire fees.
* Promptly invoice promoters for composers’ commission fees.
* Timely payment of editorial invoices.
* Produce accurate management and publishing income projections, and ensure the company’s finance team are fully informed.
* Ensure financial information on composer diary system is maintained.
* Review promoter invoices and monthly commission statements to ensure correct and complete.
* Ensure effective liaison with the Accounts department on all matters relating to timely accounting to artists.

**Composer Management and Sales:**

**Composer Management**

* Act as a key point of contact with assigned composers.
* Negotiate fees and details of commission projects.
* Lead on long-term creative and financial strategy for composers.
* Provide support to composers on project concepts.
* Track back-catalogue performances and territory growth.
* Maintain and update commission project details on Birdsong systems (Overture, Trello and Notion).
* Oversee deadlines for the composer, editor, hire library and orchestra to ensure timely delivery of scores.

**Marketing and Sales**

* Establish and build relationships with promoters and orchestras.
* Initiate and drive external sales to promote composers’ back-catalogue works and pitch new commission projects.
* Distribute internal briefing notes and sales across the HarrisonParrott Group.
* Prepare and distribute project decks and sales materials.
* Actively attend a range of concerts and industry events to grow Birdsong’s visibility and network.

**Press and PR**

* Oversee Birdsong’s social media profiles (Instagram, Facebook, X, Linkedin), sharing posts for premieres and other relevant news updates.
* Support with creation of brand assets.
* Maintain and upload content on composers’ website pages, including the weekly news, biographies, and works list.
* Submit copy to the Marketing department for company website news.
* Maintain biographies, photographs, reviews and catalogue recordings as required.
* Oversee creation and distribution of monthly internal and external newsletters.

**General**

* A&R: Attend concerts and meet prospective composers; review viability of potential signings.
* Oversee database of prize and grants, submitting applications when appropriate.

# Benefits

* The post carries 25 days of paid holiday per year pro rata in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
* After 3 months of continuous employment the post holder will automatically be enrolled into the Company’s Pension Scheme.
* Life assurance: 3 x annual salary.
* Hybrid workplace model.
* Flexible starting and ending times.
* Employee Assistant Programme
* Plus, Somerset House residents’ benefits: - I Love Covent Garden Card - Northbank Privilege Card - Corporate rate at Waldorf Fitness First - Community membership rates at King’s College Gyms - Covent Garden Physio – introductory rate: 10%

# Person Specification

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| **Skills and Experience:** | Essential: | Desirable: |
| Experience in composer or artist management | ✔ |  |
| Strong negotiation and contract skills | ✔ |  |
| Excellent project and deadline management | ✔ |  |
| Familiarity with social media management and PR in a music or arts context | ✔ |  |
| Effective communication and relationship building | ✔ |  |
| Financial and budget management skills | ✔ |  |
| Experience/understanding of commercial music |  | ✔ |
| Fluency in additional languages relevant to key markets |  | ✔ |