



Business driven, people focused.



**Job Title:** A&R and Sync Coordinator.

**Location:** Anara Publishing HQ, Leicester, UK.

**Job Brief:**

Anara Publishing was born from sister company Horus Music in 2016 and provides music publishing services to a handpicked roster of artists. This includes collecting publishing related royalties and pitching to synchronisation opportunities to moving image such as film, television, advertisements and video games.

The successful applicant will be an integral part of the team. They will be responsible for pitching our catalogue to sync opportunities, securing licensing deals, acquiring new artists and composers to our roster as well as assisting the team with other urgent tasks that may arise.

The applicant should be passionate about music as well as film, television and other forms of visual media. They should be comfortable with interacting with people as well as independently managing their daily workload.

**22.5 hours per week**

**Your annual holiday entitlement is 35 days (inclusive of all religious and public holidays).**

**Learning and development opportunities available.**

**Salary: Competitive**

## Job description

<b>Job title</b>	A&R and Sync Coordinator
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<b>Department/Section</b>	Anara Publishing
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### Main purposes of job

<b>1</b>	Sourcing new songwriters and composers to sign to the roster
<b>2</b>	Pitching the Anara Publishing catalogue to licensing opportunities
<b>3</b>	Assist the Anara Publishing team

### Key tasks

You will be exposed to duties, which will be varied, and range from, but not limited to:

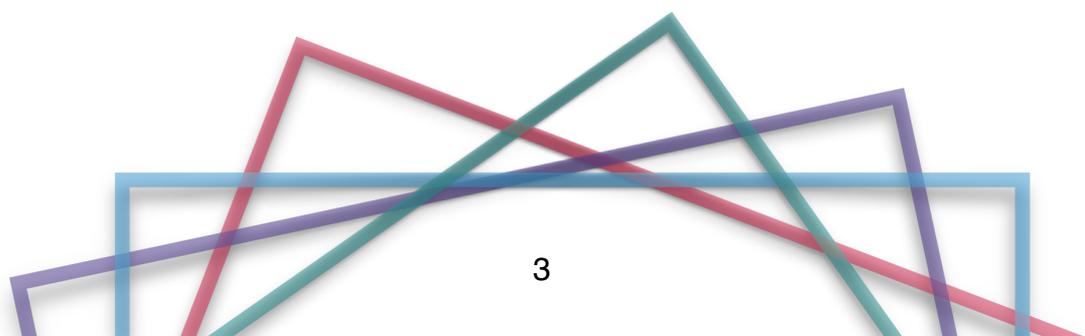
<b>1</b>	Identifying new synchronisation opportunities within TV, Film, Adverts and Games.
<b>2</b>	Pitching relevant music within our roster to identified sync opportunities.
<b>3</b>	Pro-active research of new contacts.
<b>4</b>	Maintaining and updating a database of contacts.
<b>5</b>	Evaluating artist and composer submissions to join our roster.
<b>6</b>	Maintaining relationships with our clients.
<b>7</b>	Liaising with our current roster.
<b>8</b>	Writing informative blogs for our website.
<b>9</b>	Curating internal playlists.
<b>10</b>	Assisting with the marketing and promotion of the company and our catalogue.
<b>11</b>	Network with industry professionals and grow your own network of contacts.
<b>12</b>	Accurate filing and tagging of our music within our internal IT systems.
<b>13</b>	Identify new songwriters and composers to sign to the roster.

<b>Key results/objectives</b>	
<b>1</b>	Assisting with the daily duties of the business.
<b>2</b>	Developing relationships with clients.
<b>3</b>	Professional development.

<b>Responsible for staff/equipment</b>	
<b>1</b>	Security of work files and any other relevant confidential content.
<b>2</b>	Logging in hours worked accurately via Bitrix24 or any other system the company may introduce or use.

<b>Reporting to</b>	Deborah Smith Director, Anara Publishing
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*All of the above can be subject to change as directed by Anara Publishing. In addition, your line manager along with managers and directors at company HQ may request further and additional reasonable duties to be carried out.*



## Personal Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Bachelors Degree in Music or related subject	✓	

Skills/Competencies		
Interest in music publishing.	✓	
An understanding of how music fits to moving picture.		✓
Enjoys and appreciates a wide variety of music.	✓	
Strong communication.	✓	
Interpersonal.	✓	
Problem solving.	✓	
Creativity.	✓	
Independent research.	✓	
Mac Literate.		✓
Listening.	✓	
Presentation.	✓	
Planning.	✓	
Organisational.	✓	
Time Management.	✓	

Experience		
Music Industry experience.	✓	
Customer facing.		✓

<b>Knowledge</b>		
Music industry eco system.	✓	
Music trends and updates.	✓	
Trends in film, television, adverts and games		✓

<b>Special attributes</b>		
Independence.	✓	
Swiftly take instructions on board.	✓	
Ability to work as a team including distant teams.	✓	
Assertive.	✓	
Enthusiasm.	✓	
Attention to detail.	✓	

<b>Personal qualities</b>		
Motivated.	✓	
Ambitious.	✓	
Open Minded.	✓	
Energetic.	✓	
Good listener.	✓	
Flexible.	✓	
Trustworthy.	✓	
Co operative.	✓	
Initiative.	✓	