



Coordinator, Royalties and Administration (ole Label Group)

Toronto - We are seeking a competent, detail oriented and well organized individual to join the **Label Group** division within our rapidly growing company.

About **ole label group**:

ole was founded in 2004 and has operations in Toronto, Nashville, New York, London and Los Angeles. The company boasts a team of over 180 experienced industry professionals focused on acquisitions, creative development, and worldwide rights management.

ole label group is the innovative record label division of **ole**, the world's fastest growing rights management company. We are majorly indie; with the infrastructure and reach of a major, and the dedication, creativity and care of an indie.

ole label group consists of three diverse, pioneering labels:

Anthem Entertainment Group is the label home of Rush, Big Wreck, Ian Thornley, Steven Page, and The Tea Party.

Anthem Legacy houses our legendary catalogues from artists such as Stompin' Tom Connors, Max Webster, and Ian Thomas.

red dot is our artist development label, which has developed artists including Haley Reinhart, Josh Dorr, Sam Grow, George Canyon, Clayton Bellamy (of The Road Hammers) and Maddison Krebs.

We love the music we work with, and that's what's most important.

For more information, visit www.olelabelgroup.com

Position Scope:

You will be responsible for, but not limited to, the following tasks:

Mechanical Licensing

- Work closely with ole's Administration team to establish and license ole controlled shares
- Research non-controlled publishing shares
- Mechanical license requests and processing (Direct and Affiliated)
- Update and maintain royalty system with accurate mechanical license data
- Assist with quarterly mechanical royalty statement distribution

Label Income Tracking/Statement Processing

- Accurately process sales data files from our distributors and other 3rd party income sources
- Work closely with Project Coordinator with regards to invoicing and tracking product sales/shipments to process in royalty system
- Work closely with Finance team to track & reconcile Label income

Royalty System Maintenance

- Product uploads/maintenance: Adding new products to royalty system in a timely and accurate manor
- Contract and Royaltor maintenance
- Distributor maintenance
- Comprehensive understanding of artist, producer and distribution contracts

Artist Royalties

- Assist with Artist royalty statement distribution
- Work closely with Project Coordinator to track project costs

Provide support/assistance with Grant Applications and Completions as required

- Working closely with the Project Coordinator on grant applications, including:
 - OMF
 - FACTOR
 - Canada Council
 - Toronto Arts Council
 - Radio Starmaker

Ad-hoc tasks/projects as required

Required Skills

- University Degree, College Diploma, or relevant related music industry experience
- Experience in grant applications and completions an asset
- Experience with Vistex/Maestro Royalty Systems an asset
- Understanding of music rights and royalties an asset
- Ability to develop and maintain excellent professional relationships
- Detail oriented
- Ability to multitask efficiently
- Excellent working knowledge of Microsoft Office suite (Outlook, Excel, Word, etc)
- Strong research skills
- Strong written and verbal communication skills
- Ability to work independently as well as part of a team

Behavioral Identifiers

- Extremely organized
- Process driven/Analytical
- Deadline driven
- Outgoing personality
- Excellent problem solving skills
- Positive, self-starter attitude and desire to exceed expectations
- Team player
- Love of music

This role offers a competitive salary, bonus, and benefits program

The successful candidate will need to agree to a complete background check

Please send your resume to careers@olemm.com

We thank all respondents for their interest and will contact only those whose skills and backgrounds closely meet the criteria