

Job description

Data & Research Assistant - Part Time (0.6)

Job Title:	Data & Research Assistant (P/T)
Department:	Recording & Broadcasting
Responsible To:	National Organiser Recording & Broadcasting
Scale Point:	9

Main duties and responsibilities

- Assist with the distribution of income received from broadcasters for the dubbing of commercial audio recordings into television programme sound beds. including:
 - Conduct lineup research to support licensing processes.
 - Process BPI and PACT consent forms and input them into the database.
 - Cleanse and process dubbing reports for accurate royalty distribution and assist with subsequent payments, including:
 - Match recordings to existing entries in the in-house royalty distribution system.
 - Create new recordings and input performer line-ups into the system.
 - Report progress and timelines to National Organiser
- Support the administration and organisation of departmental events
- Undertake other duties as reasonably instructed by the National Organiser.

Person Specification

Essential

- Proficiency in Microsoft Excel and ability to analyse and process large-scale data reports
- High attention to detail and experience of large data entry projects
- Strong research and investigative skills
- Excellent organisation and administrative skills
- Ability to work independently and manage time effectively

Desirable

- A keen knowledge of UK pop, classical, film and TV recording repertoire
- Awareness of confidentiality around data protection
- Previous experience of music licensing