

Job description

Licensing Officer

Updated 12 August 2025

Job Title:	Licensing Officer
Department:	Recording & Broadcasting
Responsible To:	National Organiser Recording & Broadcasting
Scale Point:	17

Purpose

To facilitate secondary licensing for UK commercial recordings and maintaining member awareness of MU licensing services.

Play a part in the department adapting to emerging trends in copyright, artificial intelligence, and global licensing practices.

Main duties and responsibilities

- To undertake licensing for secondary use specifically in Television productions, and other media, including:
 - Advising producers, music supervisors and other stakeholders on both featured and non-featured (dubbing) use, including extract and clip uses.
 - Producing quotes, raising invoices and liaising with the Royalties Official regarding distributions to ensure accurate and timely payments.
 - Co-ordinate with the Sessions Official on cinema and advertising licensing.
 - Conducting lineup research and liaise with the Data & Research assistant.
 - Managing workloads, multitasking and adhering to the departments Service level agreement with clients.
 - Staying informed on emerging copyright and AI legislation and assessing its impact on licensing practices.
 - Ensuring licensing practices are inclusive and accessible, promoting equitable access for underrepresented groups.
- Manage physical archives and digital scans, ensuring efficient processing.
- Investigate unlicensed use of UK Commercial works in media (sync or otherwise).

- Develop and deliver training sessions, presentations, webinars, and resources focused on licensing rights and opportunities.
- Collaborate with the Communications team to create engaging content and update website guidance.
- Report progress to the National Organiser and perform other duties as instructed.

Person Specification

Essential:

- Excellent in-depth knowledge of UK pop, classical, film and TV recording repertoire.
- Proficient in Microsoft Excel and capable of analysing large-scale data reports.
- Good working knowledge of licensing approaches and requirements across different types of media.
- Strong attention to detail and experience of large-scale data entry projects.
- Tenacious research and investigative skills.
- Excellent communication, organisational and administrative skills.
- The ability to work independently and manage time effectively.
- Good working knowledge of UK copyright law as it applies to music recordings and performers.

Desirable:

- Strong interpersonal and negotiating skills to engage with a wide range of stakeholders.
- Experience of negotiating licensing fees and terms.