

Job description

Music Writers Officer (part time)

Job Title:	Music Writers Officer (part time)
Department:	Live, Theatre & Music Writers
Responsible To:	National Organiser Live, Theatre & Music Writers

Purpose

The MU supports Music Writers: our members who are songwriters, composers, sound designers, orchestrators, arrangers and copyists.

This role is to provide dedicated, focused support for Music Writers enquiries, campaigns, and section activity within the Live, Theatre and Music Writers Department.

Main duties and responsibilities

- To work with and support the MU's Live, Theatre and Music Writers department in relation to Music Writers activities.
- To assist regions with Music Writers' related enquiries from members and assist members directly where more detailed advice is required.
- To help develop and maintain up to date guidance and online content for Music Writers, including areas of new or changing work e.g. games enquiries, podcast enquiries.
- To provide support to Music Writers activities e.g. Fair Score campaign, including administration, the creation of resources and participation in industry and internal meetings.
- To arrange, or help arrange and deliver, Music Writers' related training and events for members.
- Develop relationships and partnerships with relevant external organisations for the benefit of members in association with National Organiser for Live, Theatre and Music Writers (NO LTMW).
- Attend meetings, conferences, external committees and events as required.
- Be responsible for the organisation of the Music Writers committee meetings, including administration such as agendas and minutes as directed by the NO LTMW.
- To contribute to the internal administrative operations within the team.
- To provide temporary cover for team members, as required and at an appropriate level.
- To undertake ad hoc projects as required

Person Specification

- Good project management skills.
- The ability to effectively organise events, seminars and meetings.
- Excellent communication skills and attention to detail.
- An understanding of the role of Performance Rights Organisations (PROs), the different revenue streams for composers and songwriters, and of commissioning and licensing processes.
- Familiarity with PRS for Music tariffs and processes.
- An understanding of the issues songwriters and composers face in relation to their music and careers.
- A good knowledge of the wider music industry, and the career paths of musicians.
- Applied knowledge of songwriters' and composers' contracts and agreements, and the ability to review and suggest improvements.
- The ability to seek and relay legal advice from specialist solicitors on songwriters' and composers' contracts and agreements where required
- An ability to develop advice and support for Music Writer members as the sector changes.
- An understanding of Equality, Diversity & Inclusion, and the barriers to Music Writer members
- An ability to work well both within a team and individually.
- The ability to prioritise workload, multitasking to effectively meet deadlines.
- A commitment to the overall aims and objectives of the trade union movement.
- Ability to undertake occasional travel including overnight stays if required.