

International Marketing Intern

Employer: Our client is a Global Music Company

Duration: 12 months Internship – flexible hours

Salary: London Living Wage

Location: London and remote

To apply contact: enterprise.team@nas.org.uk

Closing date: 6th May 2021

About the Company

Our client is a global Music company with a passion for diversity and inclusion.

"Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities. We also recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of autistic people as well as other conditions.

We will always seek to make appropriate adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles. If you need us to make any reasonable adjustments for you from application onwards."

The Role

Reporting into the Licensing Manager, helping support key accounts and samples, working in an overall team of seven which provides further support across the Universal labels.

Skills & Experience

Be collaborative

- Working closely with Licensing colleagues and Product Managers, labels and 3rd Parties in line with key project timescales – this will involve working to tight deadlines.
- Liaising with artist's management with the view to obtaining permission to use tracks for international compilation projects.
- To carry out any other reasonable instruction as directed by the Licensing Managers.

Be administrative

- Updating and maintaining records of cleared projects so if a problem or question with that project arises, details will be easily accessible.
- General administrative duties, including filing finished projects in alphabetical and numerical order.
- Helping employee's world-wide to determine rights for tracks and helping with any other queries that arise.

Person Specification

- Excellent organisation skills – ability work on a number of projects at any one time. Submitting 3rd Party requests into Scoping and if approved into the Global Clearance System (GCS) and then seeking relevant artists consents where necessary. You will be supported in this area with the gradual introduction of responsibilities to ensure you are comfortable with the department's ways of working.
- Comfortable working to deadlines. Support will be given to you should you require.
- Excellent IT Skills – must be proficient in Microsoft Word & Excel.
- Good communication skills - experience of working cross functionally with different teams and at different levels.
- Highly self-motivated, capable of using own initiative, and the ability to deal with the routine tasks as well as the more interesting aspects of the role.

How to apply

For tips on applications, including C.V. writing, please [sign up for our free e-resource](#).

We are happy to make reasonable adjustments throughout the hiring process. We want you to feel comfortable at application stage and so if a CV isn't right for you, we'd be open to receiving applications in other forms. Don't hesitate to let us know if you'd like to apply with a portfolio or links to projects you've worked on past and present, a video CV or any other format you feel best showcases you as a candidate.

Please send applications to enterprise.team@nas.org.uk

If any part of the above content is unclear, or you would just like to talk through it, please contact richmal.maybank@nas.org.uk for further information.

Wishing you the best of luck in your application.