Title: Music Services Specialist

Location: 825 Eighth Avenue, New York, NY

Job Type: Full-Time (Experienced)

Start Date: ASAP

Job Description:

Reporting to the Director of Music Services, the Music Services Specialist is responsible for creatively collaborating with Producers in the selection of Music and Sound effects in support of WNET (and its affiliates) programming and ensure that all music and sound effects rights and clearances have been fully researched and vetted. This position is directly responsible for the development of Music “cue” sheets in support of production activities.

Primary Responsibilities:

- Solicitation, quality control and dispatching of music cue sheets
- Fulfills producer requests for music/sound with regards to programs, promotional spots, interstitials, etc.
- Ensures that all delivery requirements are fulfilled within specified timelines
- Researches, selects, and purchases external commercial and production libraries music and sound FX for the department’s music library for various productions, promos/series themes
- Coordination of research and operational activities of WNET’s music/sound library
- Interacts with PBS colleagues regarding rights information
- With the Director, ensures the timely sourcing, acquisition, and processing of applicable music clearance licenses
- Ensures proper reporting of all music usage by producers
- Under the supervision of the Director, prepares AFM payrolls, including musician renewal step-ups and supplemental market residuals
- Assist Director in researching music rights for current and expired programs

Qualifications:

Qualified candidates will have a BA/BS degree or equivalent experience as well as a minimum of 3 years of relevant experience. Demonstrated research skills, proficiency with internet research, solid knowledge of music history and knowledge of most areas and genres of music is needed. The successful candidate will have the ability to interact with and influence at all levels, excellent organization skills, proficiency with Microsoft Office (PC and MAC) and connections within the music community.

Candidates with knowledge of intellectual property law as it applies to music, experience negotiating with music publishers and record companies and/or proficiency with InMagic Database are preferred.

Application Instructions:

Apply online at: www.wnet.org/careers. Qualified candidates only; no phone calls please. Candidates selected for interview will be contacted.

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