

## **Smithsonian Folkways Recordings seeks Royalty Assistant**

Smithsonian Folkways Recordings, the non-profit indie record label of the Smithsonian, seeks a full-time Royalty Assistant who will support the business operations of the label. Reporting to the Director of Business Affairs & Royalties, the Royalty Assistant will focus on royalty processing and financial management, with the possibility of progressive responsibilities in copyright research and music licensing. The salary is based on GS-7 of the federal pay scale for the Washington DC area.

### **Major Duties**

#### **Royalties (75%)**

- Serves as the point of contact for royalty-related inquiries from artists and publishers.
- Maintains the royaltor database by recording changes in contact information and researching missing royaltors.
- Processes applications to create payee accounts in the financial system.
- Tracks and uploads quarterly sales and licensing data to the royalty system.
- Resolves metadata inconsistencies.
- Checks contracts to verify royalty rates entered into the royalty system.
- Mails and tracks royalty statements and payments.
- Processes royalty claims and obtains documentation for royalty transfers and assignments.
- Tracks, scans and files agreements and logs information in the contracts database.
- Proofreads song titles, songwriter and publisher credits, and metadata.

#### **Financial Management (25% - working with the Director of Financial Operations)**

- Inputs data into the financial, procurement, inventory and licensing systems.
- Processes expense requests, purchase orders, invoices, and payments.
- Creates daily reports to reconcile bank deposits and online payments with accounting systems.
- Compiles reports and communicates with vendors to resolve payment issues.
- Maintains digital and hard copy files.

### **Selection Criteria**

#### **Required:**

- Undergraduate degree, preferably in business or a related field.
- Keen attention to detail; must be able to enter numbers and proofread text with accuracy.
- Excellence in verbal and written communication; ability to communicate with people from diverse backgrounds in a courteous and professional manner.
- Strong research, organizational, and computer skills. Advanced Excel skills.
- Ability to multitask and work with tight deadlines while maintaining focus on quality results.

#### **Preferred:**

- Knowledge of the music business or prior record label experience.
- Experience with databases such as Filemaker Pro, and financial software such as Netsuite and Peoplesoft.
- Familiarity with the Chicago Manual of Style.
- Knowledge of procurement policies and procedures.

[Click here](#) for the official Smithsonian position description.

### **How to Apply**

Please send a cover letter, resume, academic transcript and 2-page writing sample to [royalties@si.edu](mailto:royalties@si.edu) by June 15, 2017, 5pm EST.

### **About Us**

Smithsonian Folkways Recordings is the non-profit record label of Smithsonian Institution, the world's largest museum, education, and research organization, and part of its Center for Folklife and Cultural Heritage. Based in Washington, DC, Smithsonian Folkways is dedicated to recording, preserving and disseminating "music by, for, and of the people," with a catalog approaching 60,000 tracks reaching 80 million listeners a year.