Job Title: Administrator, Artist Royalties

Location: 511 Union Street, Nashville, TN 37219

With its broad roster of new stars and legendary artists, Warner Music Group ("WMG") is home to a collection of the best-known record labels in the music industry including Asylum, Atlantic, Cordless, East West, Elektra, Nonesuch, Reprise, Rhino, Roadrunner, Rykodisc, Sire, Warner Bros. and Word, as well as Warner/Chappell Music, one of the world’s leading music publishers, with a catalog of more than one million copyrights worldwide.

Organization Description:

The U.S. Shared Services organization is based in WMG’s Center of Excellence for Shared Services in Nashville, Tennessee (the “Center”). The Center consists of five departments: Analysis, Finance, Legal, Licensing, and Reporting. Employees of the Center provide services to all of WMG’s U.S. record labels, Warner-Chappell Music Publishing, WEA Corp. and Alternative Distribution Alliance (WMG’s distribution companies), and WMG’s other U.S. business units.

Department Description:

The U.S. Shared Services Reporting Department is responsible for managing all of the reporting obligations of WMG’s U.S. record labels (including those operated by the Atlantic Records, Rhino Entertainment, Warner Bros. Records, and Warner Music Nashville) to recording artists, producers, writers and publishers, labor unions, and other external payees. The Department’s services include the following:

- Calculating and paying royalties to recording artists, producers, and other third parties;
- Calculating the net profits earned by joint ventures between WMG’s record labels and external parties and then paying those external parties their contractual shares of such profits;
- Calculating and paying mechanical royalties to songwriters and/or their publishers and administrators; and
- Calculating and paying monies due to labor unions pursuant to the terms of the collective bargaining agreements between such unions and the applicable WMG record labels that are signatories to those agreements.

Members of the Department work closely with employees in the Business Affairs, Finance, Production, Operations, New Media, and Marketing departments of each label client to fulfill the above-referenced responsibilities for the recordings and record those labels release.

High Level Job Description:

The candidate hired to fill this position will be responsible for entering and maintaining record royalty rates for the applicable royalty recipient in the various record royalty systems that WMG utilizes and processing record royalty statements for the Group’s record label clients.

Detailed Job Description/ Responsibilities:
Create and maintain royalty accounts information for royalty recipients in WMG’s artist royalty system, including by updating the recipient’s contact information and tax identification numbers as needed;

- Review and analyze recording agreements, producer agreements and other similar agreements (and any corresponding deal summaries or deal memos) for the purpose of identifying and summarizing the applicable royalty rates, related terms and payee information for a given record or recording and then enter those terms into WMG’s artist royalty system;
- Provide the Income Tracking Team in the Revenue Assurance Group with direction regarding the contractual terms to be applied to third party licensing income, to ensure that royalty recipients are paid properly with respect to third party licenses;
- Link individual record products to the applicable contractual terms as they have been set up in WMG’s artist royalty system in a timely manner;
- Perform and review adjustments to existing royalty rate set-ups in WMG’s artist royalty system, as needed;
- Process and review quarterly and monthly artist royalty statements to ensure the accuracy of both the royalty rates applied and the underlying earnings on which royalties are being paid;
- Ensure that artist royalty statements are issued in a timely manner;
- Assist with WMG’s monthly, quarterly and annual financial close processes as needed by responding to information requests from WMG’s Corporate and Royalty Finance Departments and the Finance Departments of WMG’s U.S. Record Labels; and
- Perform any other duties and tasks related to the Department’s role and responsibilities that might be assigned by the Team’s senior management from time to time.

**Required Competencies/Skills:**

- Candidate must be able to work well independently and as part of a team;
- Candidate must possess excellent verbal and written communication skills;
- Candidate must possess excellent analytical, mathematical and organizational skills;
- Candidate must be able to meet deadlines consistently and effectively while working under pressure;
- Candidate must be able to manage multiple assignments at any given time and prioritize them effectively and appropriately; and
- Candidate must have strong computer skills, including strong data entry skills (with an emphasis on accuracy) and strong proficiency using Microsoft Office’s Excel, Word and PowerPoint applications; familiarity with Microsoft Office’s Access application is preferred, but not required.

**Education and Experience:**

- Bachelor’s degree required.
- Candidate should possess 0 to 2 years’ experience working in a position or positions involving the administration of mechanical or other publishing royalties.
- Candidate should be prepared to work overtime toward the end of each quarterly royalty statement cycle; candidate should be prepared to schedule vacation days at times that will not conflict with these deadlines, so that their absences do not interfere with their ability to meet royalty statement deadlines.

Our Company is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national Origin, alienage or citizenship, disability, marital status, familial status, military or veteran status, or any other legal recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws and the Company complies with all applicable reasonable accommodation requirements which such laws may require. Accordingly, please inform the Company’s Human Resources representative if you need an accommodation in order for you to complete any employment application-related forms or otherwise to participate in the application or selection process for the position for which you are applying. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity and will enable applicants to participate in the application and selection process and for

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employees to perform the essential functions of their jobs without imposing undue hardship on our Company. The Company also will make reasonable accommodations to an applicant's or employee's religious beliefs and practices as may be required by law, unless an undue hardship would result.

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