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 mechanical royalty rates in the various publishing royalty systems that WMG utilizes and processing publishing royalty statements for [Name of Label Group].

Detailed Job Description/ Responsibilities:

- Maintain and update royalty account information for assigned vendors, including by updating the contact information and tax identification numbers for vendors as needed;
Obtain all necessary contractual, publisher and administration information required to set up mechanical and other publishing royalty rates in WMG’s various royalty system(s) in order for WMG to pay mechanical and other publishing royalties in respect of the musical compositions embodied in WMG’s recordings and records, including audio and/or audiovisual recordings, and physical and digital records;

Perform and review royalty rate calculations; reference and review the underlying license agreements and/or relevant contractual provisions, as needed, in order to confirm and/or determine such royalty rates and the corresponding royalty payees before that information is entered into the applicable royalty system(s);

Perform and review adjustments to royalty rate calculations and set-up as needed;

Ensure that releases and projects are set-up accurately and submitted to the Team’s senior managers for review in a timely manner; ensure that any corrections required to be made to the set-up for a given release or project are made accurately and submitted in a timely manner;

Process and review quarterly and monthly publishing royalty statements to ensure the accuracy of both the royalty rates applied and the underlying earnings on which royalties are being paid;

Ensure that publishing royalty statements are issued in a timely manner;

Respond to inquiries from publishers regarding the statements and payments WMG has sent;

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; and
- 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.
- 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.

**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.

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
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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