



## Job Description

Job Title:	<b>Coordinator, Royalty Processing</b>
Department:	Royalties & Administration
Location:	Toronto, CA

### Position Scope:

Located in Toronto and reporting to the Director, Royalty Processing & Income Tracking, the Coordinator, Royalty Processing is responsible for the processing of all master recording royalty and revenue collection of Anthem Entertainment intellectual property assets. This includes the processing, recording, and matching of incoming cash statements within Anthem Record's royalty software (Curve) in an efficient and timely manner. In addition, this position is responsible for communicating as required with income sources to source electronic details related to payments and resolving any issues that might arise in file ingestion.

### Key Responsibilities:

#### Label Revenue Tracking/Statement Processing

- Accurately process sales data files from our distributors and other 3rd party revenue sources
- Monthly revenue reporting and reconciliation
- Label revenue analysis and reporting as requested

#### Mechanical Licensing

- In-house mechanical licensing
- Mechanical license requests and processing (Direct and Affiliated) through HFA/CMRRA
- Apply and maintain license information and contracts in Label Royalty System
- Manage quarterly mechanical royalty distribution schedule

#### Artist Royalties

- Comprehensive understanding of artist, producer, and distribution contracts
- Establish and maintain excellent relationships with our Artists and their management teams
- Semi-annual Artist royalty accounting and statement distribution

- Main point of contact for Artists and their management teams

#### Neighbouring Rights

- Update master recording rights and registrations with worldwide CMOs
- Claim conflict management and resolution

#### Royalty System Maintenance

- Release creation and metadata maintenance
- Contract and Payee management
- Revenue source management

#### New Deal Onboarding

- Review Schedules
- Asset creation in royalty system
- Revenue source review and follow up
- Assisting with income completeness
  - Liaison with Finance to ensure cash completeness for statement processing each calendar month
  - Seek out and support initiatives to streamline and automate processes
  - Other duties on occasion as required by the needs of the business

#### **Qualifications, Experience and Skills:**

- Education in Finance, Commerce, and/or Business Administration
- Skilled at performing multiple tasks simultaneously and carrying out duties in a timely, efficient and accurate manner
- Ability to work independently with minimal supervision
- Intermediate to advanced knowledge of the Microsoft Office suite (Excel, Word) with specific focus on Excel
- Adept with new technology
- Proficient with managing large quantities of data
- Able to work effectively in a team environment
- Able to learn quickly, and adapt/change effectively
- Research potential solutions to problems and make sound recommendations
- Able to meet deadlines and effectively balance competing objectives
- Effectively communicate and report on progress to team and manager
- Demonstrated exceptional interpersonal skills to work co-operatively and effectively with the team and all stakeholders at all levels inside and outside of the company

#### **Behavioral Identifiers:**

- Problem-solving outlook
- Productivity and results driven

- Flexible and adaptable
- Effective verbal and written communication
- Anticipative
- Curious
- Tech-savvy
- Detailed
- Positive teamwork attitude
- Innovative

\*\* Anthem Entertainment is an equal opportunity employer and is deeply committed to fostering a transparently inclusive workplace environment and people of colour, women, people with disabilities, veterans, and LGBTQ candidates are very strongly encouraged to apply.

Interested candidates should send their resume to **[careers@anthementertainment.com](mailto:careers@anthementertainment.com)**

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