



## Job Description

Job Title:	Music Services Associate
Department:	Jingle Punks
Location:	Los Angeles
Reporting to:	Sarah Aument - Sr. Director of Creative Services

### About Us:

**Anthem Entertainment** is a content and services company comprised of four major divisions: music publishing, recorded music, production music, and film and television services. We support artists, create content, and provide entertainment services around the world. As technology and entertainment evolve, we work hard to create and maximize opportunities for our talent and our clients. Our unique approach combines an intense focus on creativity, agility, and entrepreneurialism, with the scale of a global platform. Anthem Entertainment operates in New York, Los Angeles, London, Nashville, Belfast and Toronto.

**Jingle Punks** is one of the largest providers of music for media in the world, delivering 360° creative and administration services for television, film, advertising, and digital clients. Their patented search engine, the Jingle Player, houses a catalogue of over 380,000 pieces of production-ready music sourced from more than 7,000 independent artists. The Jingle Punks custom studio has written scores for television including NBC's *The Voice* and *Ellen's Game of Games* and has been decorated with ASCAP awards for their work. In the world of Advertising, Jingle Punks has scored campaigns for Pepsi, AT&T and many Fortune 500 brands across the media landscape. Jingle Punks continues to offer the most cutting-edge music and scoring, but with business-first solutions for media partners to maximize their music income.

### About the Role:

Anthem Entertainment is looking for an LA based Music Services Associate. The Music Services Associate is primarily responsible for curating music selections from within our large catalogue and supporting the Creative Services department at large.

### Key Responsibilities:

- Select and curate library music playlists for clients and internal projects, including liaising with clients on a creative basis
- Support production of custom music and audio deliveries, including but not limited to liaising with clients, creating custom briefs, quality controlling compositions, liaising with artists and managing metadata/assets
- Provide general customer service support via Live chat
- Build and maintain relationships with individual clients, taking meetings as well as supporting in the edit room

- Work interdepartmentally to support revenue assurance and growth initiatives
- Create delivery schedules and determine deliverables on a case by case basis
- Check in with blanket and custom clients on a regular basis about music needs
- Research and maintain extensive knowledge of music industry climate and styles
- Ad-hoc projects and tasks as required

**Qualifications:**

- Broad understanding of music industry, publishing, sync and licensing, music theory, music production and multimedia music needs
- Ability to make essential creative judgements and to take initiative
- Able to work quickly, multi-task, and reorganize priorities based on client and company deadlines
- Great communication skills with clients, both verbal and written
- Ability to communicate and collaborate across various departments within the company
- General knowledge of the entertainment/production business at large
- Ability working both independently and collaboratively as part of a team
- Problem solving skills
- Ability to adapt and change as needed
  - Additional skills as a musician, voice actor, music editor, multi-language speaker, graphic designer, and/or content creator are a bonus (not required).

**Behavioral Identifiers:**

- Extremely organized
- Positive, self-starter attitude and desire to exceed expectations
- Process driven and analytical
- Resourceful
- Deadline driven
- Ability to adapt to change
- Outgoing personality
- Excellent problem-solving skills
- Team player

*\*\* Anthem Entertainment is an equal opportunity employer and is deeply committed to fostering a transparently inclusive workplace environment and people of color, 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)  
Check out all of Anthem's open positions by visiting [anthementertainment.com](http://anthementertainment.com)*