



Job Description

Job Title:	Intern
Department:	Rotation through five (5) departments
Location:	Toronto
# Direct Reports:	0
Salary:	\$17.50 / hour
Schedule:	Tuesday, Wednesday and Thursday in-office schedule May through August 2025

About Us:

Anthem is one of the world's leading independent music companies. Comprised of award-winning organizations, Anthem is home to Anthem Music Publishing and Anthem Records.

Headquartered in Toronto, with operations in Nashville, New York, Los Angeles, and London, Anthem supports and invests in the careers and works of songwriters and artists, and the creation of exceptional music for recording artists and audio-visual productions. Anthem's unique approach combines the resources, power, and reach of a major with the agility, entrepreneurship, and soul of an independent.

About the Role:

Located in Toronto, Anthem's 2025 summer Interns will be provided with an opportunity to learn new skills and develop a strong background for a career in music publishing administration. Interns will rotate through a number of teams including Anthem Records, Asset & Information Management, Finance, Licensing, and Royalties & Administration.

Key Responsibilities:

- Anthem Records
 - Update and maintain Master Asset List
 - Set up titles for neighbouring rights ingestions
 - Review mechanical licensing set-ups
- Asset and Information Management
 - Masters ingestion backlog
 - Asset Management System cleanup
 - Copyright registration ingestion
- Finance
 - Assist the various members of the team with day-to-day tasks including involvement in variance analysis, compiling schedules and assisting with reconciliations

- Licensing
 - New music listening, sorting and tagging; metadata refinement
 - Assist with music searches
 - Entering quotations into Salesforce and processing licenses
- Royalties & Administration
 - Data cleanup of royalty system
 - Assisting client services team with team projects
- Other ad-hoc tasks as required

Qualifications, Experience and Skills:

- High school diploma or equivalent required with preference for students enrolled in a relevant Music Industry education program
- Working knowledge of Microsoft Office suite (Outlook, Excel, Word)
- Effective verbal/written communication skills
- Able to contribute to overall team productivity and to work effectively in a team environment

Behavioural Identifiers:

- Strong attention to detail and dedication to work quality
- Positive, self-starter attitude and desire to exceed expectations
- Driven by self and team improvement
- Positive teamwork attitude
- Organized
- Flexible and adaptable

The successful candidate will need to agree to a complete background check.

Interested candidates should send their resume to careers@anthementertainment.com

Check out all of Anthem's open positions by visiting anthementertainment.com