

# WE ARE BMG.

Fairness | Transparency | Service | Worldwide

## WHO WE ARE.

We are BMG - The New Music Company. Founded in 2008 with a revolutionary vision for the digital age. Starting afresh has allowed BMG to rethink the music industry from the ground up, with systems and structures and processes designed for today. While historically music publishing and the record business have been regarded as completely different businesses, BMG realises that in the age of streaming, they have more in common than ever before.

That means whatever functions we can manage together, we do manage together. And because we live in the age of the World Wide Web, we are resolutely an international company.

Virtually every department has an international reporting line as well as a local one. We are one company - worldwide.

## OUR VISION.

A world in which every artist and songwriter gets to achieve their potential and receives a fair reward for doing so.

Music isn't just another business. Music is created by individuals, each of them on their own creative journey taking huge risks. The fruits of that creativity need to be paid for. Fairly and efficiently.

BMG aligns itself with the interests of the creative community of music.

## OUR MISSION.

To create a better kind of music business.  
A digital-age music rights platform which is fair, transparent and service driven and inspires by example a positive change in the wider music industry.

# JOB DESCRIPTION

## JOB TITLE

Intern, Creative

Admin & Writing

## DEPARTMENT

Creative

Administration

## LOCATION

5670 Wilshire Blvd  
Suite 1400  
Los Angeles,  
California 90036

## WORKING HOURS

21 hours a week for 13 weeks

## OVERALL PURPOSE

The Creative Admin & Writer relations team is an essential part of our client support and outreach apparatus. We are the first line of contact for many writers and artists who need songs registered, issues sorted out, or just a helpful voice to talk to. As a business that relies on good relationships and personal connections with artists, having someone knowledgeable and understanding that our clients can talk to about anything publishing related is a core function of our company. A majority of the songs that make up BMG's North American catalog are researched, sourced and delivered into the system by our team, without which we would not make any money at all!

**This position would start off with helping the team in their daily duties – delivering songs, assisting with copyright disputes, sample clearances and our weekly song update report. After you've become familiar with how things work and how we do things, you'd be responsible for a larger project, usually relating to a catalog of one of our publishing clients. For example, BMG administers the catalogs of a lot of legacy artists, with hundreds of songs collecting large sums of money all over the world. You could help "clean up" longstanding copyright (or other) issues across decades of music, allowing musicians to unlock more revenue streams, support themselves and make more music! A typical "day in the life" starts with a morning meeting to discuss anything work related that may have come up in the past days and is in need of a second opinion.**

## KEY ACTIVITIES & RESPONSIBILITIES

- Initiating and completing one (or more) larger projects in an area that interests you.
- Working in and understanding BMG's core systems and how they relate to the broader music industry
- Maintaining and updating BMG's internal song database and collaborating with copyright to keep the copyright information accurate and up to date.
- Researching songs for information on song disputes, counterclaims, sample issues and other copyright matters.
- Assisting with client deal tracking & analysis.
- Delivering songs sent by our clients into our internal systems so that they can be registered at the PRO societies.
- Assisting the Creative Admin and A&R teams in their day to day responsibilities.
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## Your profile

- Good communication abilities
- An interest in the music business (in general) and/or music publishing (specifically)
- Proficiency with Microsoft Office Programs and good computer literacy
- Knowledge of the current musical "landscape".
- Attention to detail and ability to multitask.