

# A&R Assistant - Warner Chappell Music

At Warner Music Group, we're a global collective of music makers and music lovers, tech innovators and inspired entrepreneurs, game-changing creatives and passionate team members. Here, we know that each talent makes our collective bolder and brighter. We are guided by four core principles that underpin everything we do across all our diverse businesses:

- **Music is Everything:** Music is our passion, and we can never get enough. Tastes, trends, and tech will change, but great artists and songwriters will always be our driving force.
- **Global Growth, Local Expertise:** Music is a global language. Through communication and collaboration, our success can come from anywhere and translate everywhere.
- **Innovation and Insight:** Pushing the boundaries requires the best information and the boldest imagination. We use both to create the future.
- **Empowered by People:** Like the artists we serve and the music they make, our differences make us stronger. This is a place where every talent can belong and build a career.

We remain committed to Diversity, Equity, and Inclusion. We know it fosters a culture where you can truly belong, contribute, and grow. We encourage applications from people of any age, gender identity, sex or sexual orientation, race, ethnicity, religion or belief, disability, and any other protected characteristic or identity.

Consider a career at WMG and get the best of both worlds – an innovative global music company that retains the creative spirit of a nimble independent.

Warner Chappell Music (WCM) is the music publishing division of Warner Music Group. We are interested in those who can join and contribute along our company's values: Curiosity, Collaboration, and Commitment. We value input, ideas, and feedback from everyone at every level and the voices and contributions of every team member at WCM matter.

At WCM we put the songwriter first, offering high touch service to move the cultural dial across the globe. We want team members who have a service-oriented mindset and care about the collective work. We are searching for those who are comfortable thinking globally while leveraging local expertise. We are Warner Chappell Music – where songwriters are heard.

Job Title: A&R Assistant to the SVP, Head of A&R UK and the VP, A&R & Global Creative, Warner Chappell

## A little bit about our team:

Warner Chappell Music is all about working with exceptional songwriters and super serving our songwriters. In this role you will be working extremely closely with both the UK and International A&R Departments. You will be integral to supporting the A&R leads in helping to move our business forward.

## Indrykningsdato

25.10.2024

## Ansøgningsfrist

22.11.2024

## Virksomhedsnavn

Warner Music Group

## Fagområde



Musik / Sang / Lyd

## Angiv type af ansættelse

Fuldtid

## Navn på kontaktperson

Warner Music Group

## Søgstilling

<https://www.musicbusinessworldwide.com/chappell-music-ar-assistant-uk/>

## Your role

We are looking for a motivated and curious A&R Assistant with exceptional organisational and planning skills to provide administrative support and general coordination for two senior leaders within the A&R department – the SVP, Head of A&R UK and the VP, A&R & Global Creative.

Day to day you will be liaising with record labels, booking agents, artists, songwriters, managers & DSPs – it is a fantastic opportunity to work in a fast-paced and exciting business with a supportive and highly engaging team. We believe that an in-office presence is critical for talent development, collaboration and building strong relationships so operate with a 4-day in-office working approach.

Here you'll get to

### **Administrative Assistance:**

- Provide diary management for SVP, Head of A&R and VP, A&R & Global Creative
- Greet visitors and deal with clients and guests upon arrival
- Manage restaurant bookings
- Arrange travel – including taxis, domestic and international travel through BCD for SVP, Head of A&R and VP, A&R & Global Creative
- Process all invoices as needed – travel, expenses, taxis etc
- Provide support and cover for MD's Executive Assistant and A&R Coordinator when needed
- Be responsible for checking and sending out charts
- Help collate and send information for Global Decks and reports where needed
- Take ownership for collating the charts, playlists and new releases for the weekly Snapshot and distributing
- Upload stories and check the NMF post + updating the sheet in which all the new releases go, sending round the NMF playlist and the Snapshot each week
- Take minutes/notes from A&R and creative meetings (both UK and international) and distributing to the relevant teams
- Update the US New Release board with UK releases weekly
- Update both the release schedule and the trackers so teams know what's coming out and what's been out
- Collate sales figures for potential new signings
- Organise signings and the showcases/album playbacks, alongside photography approval and liaising with comms team
- Liaise with 'Go Contribute' team members, supporting them and help with any music upload workflow issues that may arise
- Collate information on outstanding song registrations from songwriter management, as well as following up weekly on audio if needed
- Update and save any press images on internal systems
- Additional ad hoc duties/tasks that may be required for SVP, Head of A&R and VP, A&R & Global Creative
- Assist in helping to set up WCM Studios when necessary
- Assist in running WCM studio calendar

### **Roster Assistance – for SVP, Head of A&R and VP, A&R & Global Creative**

- Maintain a good relationship with all managers/writers on the UK roster
- Help coordinate songwriting sessions for writers on the roster
- Collect song registration information and ensuring they are registered with the copyright department
- Retrieve music for releases, either from management or relevant A&R Coordinator and upload to pitch management systems (ARROW and GLS) where necessary
- Book travel where needed
- Assist with booking external studios where needed
- Answer ad-hoc questions and enquiries from managers/writers
- Work alongside Comms/Social Media team to help manage Warner Chappell socials

#### About you

- Experience as an administrative assistant/coordinator
- Adept at working in Powerpoint, Excel, Word, Outlook, Teams and Google Workspace
- Excellent organisation and time management skills, with a real focused attention to detail
- Passion for music
- Effective verbal and written communication skills
- Ability to work within tight deadlines and conflicting priorities
- Able to work from own initiative

#### About us

As the home to Asylum, Atlantic, East West, Elektra, FFRR, Fueled by Ramen, Nonesuch, Parlophone, Rhino, Roadrunner, Sire, Warner Records, Warner Classics, and several other of the world's premier recording labels, Warner Music Group champions emerging artists and global superstars alike. And our renowned publishing company, Warner Chappell Music, represents genre-spanning songwriters and producers through a catalogue of more than one million copyrights worldwide.

Warner Music Group is also home to ADA, which supports the independent community, as well as artist services division WMX. In addition, WMG counts film and television storytelling powerhouse Warner Music Entertainment among its many brands.

Together, we are Warner Music Group: Music With Vision & Voice.

Love this job and want to apply?

Click the "Apply" link at the top of the page, or apply directly with your LinkedIn. Applying with LinkedIn will import all of the information you put in your profile, but will still allow you to upload a resume and cover letter.

Don't be discouraged if you don't hear from us right away. We're taking our time to review all resumes, and to find the best people for WMG.

Thanks for your interest in working for WMG. We love it here, and think you will, too.