

Music Repertoire Import & Tagging

Upright Music is looking for a structured and dedicated Student Assistant with music knowledge for our office in Copenhagen. Upright Music is the Nordic's leading independent music company specialized in providing music for TV, advertising, and film productions. We are based in Copenhagen and have an office in Warsaw as well.

We are looking for an efficient, service-minded, and flexible student who is able to keep a sense of perspective while working with a constant variation of tasks. The person we are looking for has an eye for details and an extensive knowledge about music including the understanding of genres, moods, instrumentation, eras, etc.

The main task will be to assist our Copyright Manager with importing new repertoire to our database. As a part of this the job will include keyword tagging and cataloguing the repertoire in detail in order to optimize the searchability of the music in our system and on our Music Search Site. Depending on the musical knowledge and competences, the job might include assisting the Music Supervision Team on a day-to-day basis as well. Furthermore, the job involves numerous administrative tasks e.g., creating music reports as well as other ad hoc office tasks.

We will prioritize a person who is currently studying. After graduation a full-time employment can be an opportunity.

Primary tasks

- Import of new repertoire
- Keyword tagging and cataloguing the repertoire
- Numerous administrative tasks

Indrykningsdato

31.08.2021

Ansøgningsfrist

24.09.2021

Virksomhed



Upright Music

Fagområde



Musik / Sang / Lyd

Navn på kontaktperson

Ditte Marie Berg

dmb@upright-music.com
53501382

Søgstilling

<https://www.upright-music.com/student-assistant-music-repertoire-import-tagging>

- Various ad hoc office tasks (e.g., grocery shopping, meeting preparation and similar)

What you bring

- Currently studying music, music business or similar
- Self-reliant, responsible, team player, detail-oriented, and service minded
- Extensive and thorough music knowledge (musical training is of advantage)
- Excellent communication skills
- Fluent in Danish and English
- Experience with Excel, Word, and Outlook

Who you are

You thrive in an international environment and want to contribute to the development of Upright Music's strong position in the market.

You are passionate about what you do, with a high sense of loyalty, and you will take pride in delivering a great service to our team and colleagues as well as to our clients.

You like variation in your work and are able to perform with a high level of flexibility, shifting between in-depth work with a solid level of structure as well as numerous more high-pressure tasks, where deadlines can be tight.

You are thorough and detail-oriented in what you do, whilst motivated by working closely with your colleagues. You get energized by delivering good service as well as working across various musical genres and with various administrative tasks.

What we offer

We are a diverse and skilled team who are passionate about music and the transcendent impact music can have when combined with moving images in the right way. We are highly motivated by providing excellent service to our clients and finding great musical solutions for every production. You will join a team of 20+ employees with most of us working from Copenhagen – we all enjoy working and spending time together.

The role will be in the Copenhagen office, which is in a wonderful open office space in the heart of Copenhagen. The role is part-time, offering exciting career opportunities in a dynamic international company. We offer flexible work conditions.

We hope we have sparked your interest to join our company and team. Please submit your application incl. motivation for joining us as per below.

Working hours: Approx. 15-20 hours per week

Salary: Based on qualifications

Start Date: By appointment

Deadline for applications: Friday September 24th 2021, at 12.00 pm

Please send your application and CV in English to job@upright-music.com and mark it "Application | Student Assistant | Music Repertoire Import & Tagging" in the subject line.

Questions may be directed to Ditte Marie Berg | dmb@upright-music.com | Tel. +45 53 50 13 82