

Student Assistant

We're looking for a Student Assistant for our wonderful office in Copenhagen! Do you have great knowledge of music and are eager to assist a super-experienced team dedicated to music and sync? Then we love to hear from you!

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 specializing 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 can 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 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 cataloging the repertoire in detail to optimize the searchability of the music in our system and on our Music Search Site. Depending on the musical knowledge and competencies, 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.

Indrykningsdato

15.09.2023

Ansøgningsfrist

09.10.2023

Virksomhed



Upright Music

Lokation

Niels Hemmingsens Gade 10, 1153
København K

Fagområde



Musik / Sang / Lyd

Angiv type af ansættelse

Deltid

Navn på kontaktperson

Marie-Louise Werner

mlw@upright-music.com
+4530682809

Søgstilling

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

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

Primary tasks

- Import of new repertoire
- Keyword tagging and cataloging the repertoire
- Numerous administrative tasks
- 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 are passionate about what you do, with a high sense of loyalty, and you will take pride in delivering great service to our team and colleagues as well as to our clients.

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

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

What we offer

We are a team of highly skilled, kind-hearted people who are passionate about music and the impact of music when combined with moving images. Delivering the best possible service to our clients within the Media industry is what makes us motivated – and we know and acknowledge that our people and culture play an essential role in doing so.

The job is based in our wonderful open and bright office space in the heart of Copenhagen right across from the Church of the Holy Spirit, where you will join a team of 30+ employees.

We hope we have sparked your interest to join our company and team. Please submit your application including your 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: October 9, 2023



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

Questions may be directed to Marie-Louise Werner | mlw@upright-music.com | Tel. +45 30 68 28 09