

Concord is the independent, worldwide leader in the development, management and acquisition of sound recordings, music publishing, theatrical performance rights and narrative content. Headquartered in Nashville with additional offices in Los Angeles, New York, London, Berlin, Melbourne and Miami, Concord also has staff in Auckland, Sydney, Tokyo and Toronto. The Company's catalogue consists of more than 1 million songs, composed works, plays, musicals and active recordings which are licensed in virtually every country and territory worldwide.

Boosey & Hawkes, which is part of the Concord group, is the largest specialist classical music publishing company in the world. It has an unrivalled catalogue and a roster of contemporary classical composers. It operates from Concord's offices in London, Berlin and New York.

The Boosey & Hawkes Theatrical Licensing Team in London ("the Team") oversees the use of music from the Boosey & Hawkes catalogue in dramatic contexts such as in operas / dance / musicals and plays, across a wide range of territories. It guides its customers through the process, from initial application to obtaining the permissions and approvals required for performances to be licensed. The Team also handles associated permissions for the filming of performances and the making available of those films in cinemas, broadcasts, DVD/Blu-ray and via online media. Team members maintain and nurture close relationships with Boosey & Hawkes' house composers and composer estates as well as overseas agents, affiliates, performing organisations, presenters, conductors, directors and choreographers.

The Team works in close collaboration with the Boosey & Hawkes Rental Services Team, which handles the hiring of performing materials to amateur and professional customers. This role may include the handling of some rental activity alongside the core theatrical licensing functions.

Job Title:	Theatrical Licensing Role
Job Code:	
Reports to:	Theatrical Licensing Manager (Boosey & Hawkes)
Bus. Unit/Home Dept:	BH Publishing / Licensing
Interfaces with:	Other members of the Boosey & Hawkes Theatrical Licensing Team and the Rental Services Team in London as well as in Berlin and New York, SVP, Legal & Business Affairs (London), plus regular collaboration with members of Copyright, Promotion, Editorial/Publishing and Finance teams

Position Purpose:

- Processing and progressing applications to present Boosey & Hawkes repertoire in a theatrical context
- Providing general administrative support to the Boosey & Hawkes Theatrical Licensing Team and, as required, to the Rental Services Team
- Handling recording hire fee arrangements where Boosey & Hawkes repertoire is used for making commercial recordings
- May include some responsibility for handling rental arrangements for the supply of performance materials for theatrical performances and recordings, working closely with the Boosey & Hawkes Rental Services Team

What you'll do:

- Collaborate with departments across the company to ensure joined-up facilitation of theatrical productions
- Set up new theatrical licensing and associated hire requests on our hire library management system and keep that system updated
- Process and progress applications to present Boosey & Hawkes repertoire in a theatrical context
- Handle supply of hire materials and conclude recording hire fee arrangements where materials are hired for recordings of our classical works
- Assist with permissions and licensing for associated audio-visual exploitation of theatrical productions e.g. films, broadcasts, webcasts, cinema screenings and streaming
- Maintain clear, accurate and up-to-date records for the benefit of the Team and produce reports on theatrical licensing activity

What you'll need to succeed:

- Proficiency in Word and Excel and confidence handling databases
- Good knowledge of and passion for classical music (including contemporary repertoire), dance and theatre
- Good understanding of, and interest in, digital media
- High level of accuracy and attention to detail
- Ability to work in an efficient manner and at a fast pace, while also being thorough and methodical
- Good organizational skills and an ability to multi-task and prioritize effectively
- Ability to think laterally, anticipate issues and find solutions
- Personable, tactful manner and sensitivity to the requirements of confidentiality
- To be a pro-active, flexible, and willing team member, performing all duties to a high standard

The deadline for applications is 9:00 am on Monday 28 July.

Salary starting from £29,500 dependent on experience.

At Concord, we offer competitive salary, private medical and dental insurance, generous time off, charity match, paid time off for volunteering and a culture committed to supporting everyone's growth and development.

Concord is an equal opportunity employer. We employ, train, compensate and promote regardless of age, gender assignment, marital status, pregnancy, disability, race, religion, sex as required by law. We believe that diversity, inclusion and equity is paramount for the creation of music, theatre and film that celebrates and empowers all cultures.