

Established in 1977, the Composers and Authors Society of Hong Kong ('CASH') is an internationally affiliated copyright organisation acting for the interests of music composers and lyrics authors worldwide. Our key objective is to look after the rights of music creators and to establish successful business relationships with music users at the same time. To cope with strong business growth and needs, we are now looking for a self-motivated and high calibre person to join our Documentation & Distribution Department.

Senior Officer / Assistant Manager of

Documentation & Distribution Department [2-opening]

Background

We are seeking two experienced and passionate talents to join our Documentation & Distribution Department. Reporting to the Head of Documentation and Distribution, the AM and SO are two new hires on top of the current 20-people team, with key focus on the royalty distribution management. The mission of the new addition is to strengthen and reform the team by establishing a dedicated distribution division to ensure smooth royalties distribution cycles and daily operation.

Job Description

- Monitor and process the quarterly held Royalties Distribution, make sure the royalties collected are accurately distributed to members and the right parties with the music data collected.
- Deliver complete and accurate performance inputs to CASH's quarterly distribution by managing music usage reports, cue sheets and performance identification processes.
- Work closely with the Team Head to plan strategies for streamlining the workflow.

Responsibilities

- Communicate with external parties for music usage reports /cue sheets and maintaining regular follow-ups to ensure timely receipt of information
- Gather data from various sources and transfer the data into insightful information to accelerate the royalty distribution cycle

- Collaborate with internal parties (ie Documentation team /IT Dept/ Business Dept) to facilitate the smooth processing of the royalty distribution
- Support testing, validation, and troubleshooting of data solutions during development and implementation on the functional system
- Ensure that team prioritise the tasks align with royalty distribution instruction
- Handle distribution related enquires from members
- Handle relevant daily operations inquiries

The Successful Applicant

- Prior work experience in music industry NOT required
- Degree holder in any discipline
- Fast learner
- Strong time management skills to meet deadlines and ability to multi-task
- Excellent problem-solving skills coupled with the ability to work to a high degree of accuracy, attention to detail and consistency
- Excellent standard of communication, both written and verbal
- At least 5-year working experiences for applying for Assistant Manager and 3-year working experiences for Senior Officer
- Passion in music an added advantage

Competitive remuneration and promising career prospect will be offered to the right candidate. If you are motivated to act for the interests of the international music composer community, please forward your CV with a letter introducing yourself stating your expected salary to: hr@cash.org.hk

Personal information by job applicants will be used strictly in accordance with the Personal Data Privacy Ordinance.