



Job vacancy: Production Officer

Thank you for your interest in joining Old Rope Records.

Old Rope Music Group helps people through music. We bring thousands of albums, playlists and videos to millions around the world through digital streaming services and mobile apps. Every day our content is streamed millions of times, providing a soundtrack to people's lives.

From ambient music and binaural beats, to calming sounds of nature and specialist music for focus and sleep, our music makes a real difference to people throughout the day.

We're looking for a Production Officer to join our growing team at our office in Banbury. Reporting directly to the General Manager, you will be a vital member of the Music and Production team, responsible for all areas of music catalogue preparation, ingestion, delivery, design and maintenance.

You'll take the finished tracks from our team of world class composers and manage delivery of the music catalogue to digital music services, and our own revolutionary app, constantly looking for ways to optimise content and expand our listener base as you go.

You'll need to be confident working with high volumes of data and be able to keep detailed records to ensure processes and events are well recorded and documented.

We're a fast-moving business, and you'll be part of a team that works on a number of projects simultaneously, responding quickly to changes in market requirements and services optimisations.

As a company, we practice what we preach. We're a global leader in what we do, and we're quickly scaling our business and expanding into new areas. Our young and creative team is forward thinking, progressive and inclusive. Our brands have at their heart a focus on doing real good in the world, and our ethics guide us every day. We're looking for someone to be a key part of that and drive us forward.

So, if you're enthusiastic, energetic and creative, and want to join us, please apply today by submitting a CV along with a covering letter explaining your interest in the role and how you meet the criteria.

We encourage people from a variety of backgrounds with different experiences, skills and stories to join us and develop Old Rope Records.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read "Chris Higgins".

Chris Higgins
General Manager, Old Rope Music Group

Job description

Post: Production Officer

Reports to: General Manager

Salary: £24,000 – £26,000 depending on skills and experience

Hours: Full time, 9.30am – 5pm Monday to Friday

Location: Hybrid role, split between home working and our office in Banbury, Oxfordshire, with occasional travel

Closing date: Monday 5 September

Scope and purpose of the role

The Production Officer is a vital member of the Music and Production team, responsible for all areas of music catalogue preparation, ingestion, delivery, design and maintenance.

You'll take the finished tracks from our team of world class composers and manage delivery of the music catalogue to digital music services such as Spotify, Apple Music and Amazon Music, as well as our own revolutionary app, constantly looking for ways to optimise content and expand our listener base as you go.

You'll need to be confident working with high volumes of data and be able to keep detailed records to ensure processes and events are well recorded and documented.

Key responsibilities

Creating, maintaining and optimising the Old Rope Records music catalogue

- Creating, managing and optimising a programme of scheduled releases to digital music services to ensure maximum visibility and user engagement
- Managing assets relating to our music catalogue, including but not limited to track titles (and translations), product codes and titles, ISRCs, and other associated metadata
- Overseeing deliveries to our distribution partner(s), ensuring that full and accurate records are kept, and databases and macros are kept fully up to date.
- Maintenance of all in-house systems and processes to ensure smooth running of the Music and Production department
- Building and maintaining a thorough understanding of digital music services (Spotify, Apple Music, Deezer, Tidal, etc.) and the market in which we operate in order to analyse and advise best practice across each service to maximise our catalogue's potential
- Identifying and creating opportunities for expansion into new territories and markets, making recommendations on new catalogue requirements, including researching stylistic and design considerations, language recommendations and music styles for new territories
- Running tests on new music from our composers and music teams to determine how we can best use it across different services and territories
- Ensuring that our catalogue remains optimised and competitive in the market by regularly checking our output conforms with current best practices on the digital services. As well as proactively conducting regular checks to ensure we remain clear of any trademark or territory disputes.

Brand, messaging and reputation management

- Work with the brand and marketing team to support the team's marketing of playlists and artists
- Support the brand and marketing team to build and protect our brand
- Act as a brand guardian, ensuring consistency and quality across all operations.

Reporting, research and insight

- Stay informed of current and upcoming trends in the music industry and on digital music services
- Monitor, report and analyse results to improve performance, using specific software as necessary, so that amendments and improvements can be made where appropriate

Legal

- Ensure all data and work is legally compliant (e.g. copyright protection, trademarks) and minimises risk to the business

The above list of responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested by your line manager and appropriate to your role.

Person specification

Role: Production Officer

Reports to: General Manager

Qualifications and Training

Essential

- An understanding of and a user of digital music services (eg Spotify, Apple Music, Tidal, Deezer)
- Evidence of outstanding IT and tech skills, including a high level of proficiency with Microsoft Excel
- Experience working with and drawing meaningful and actionable conclusions from large volumes of data
- Strategic planning skills and ability to see the wider picture
- Able to think creatively, take the initiative and combine knowledge and data to reach a conclusion for action

Desirable

- Educated to degree level or equivalent
- Knowledge of and experience using SQL

Communicating with others

Essential

- Confident approach with good interpersonal skills, able to establish effective working relationships with colleagues and partners
- Ability to manage existing and build new relationships
- Collaborate well with other departments
- Excellent communication skills – written, verbal and presentational and ability to communicate with and deliver messages and information in a clear and accessible style to different audiences

Desirable

- Experience leading teams

Personal qualities and other requirements**Essential**

- Able to work alone and as part of a team
- Able to take the initiative and use creativity and logic to solve problems and improve processes
- Creative, receptive to new ideas
- Excellent organisational and time management skills, with the ability to plan and prioritise projects and meet deadlines in a busy portfolio of work
- Positive, can-do attitude
- Enthusiastic and hard working
- Ethical and able to demonstrate integrity
- Commitment to quality
- Flexible outlook and adaptable approach
- The ability to lead in some areas of work and follow in others

Desirable

- Knowledge of the music and/or wellbeing sectors, with a particular emphasis on digital music services or record labels

How to apply

To apply for this role, please submit a CV to hello@oldroperecords.com along with a covering letter explaining your interest in the role and how you meet the criteria.

For an informal chat, please contact Chris Higgins, General Manager, at chris.higgins@oldroperecords.com