



Distribution & Rights Coordinator - Job Description

About Us

AEI Group is a community of ventures and creative outsiders focused on empowering the next generation of talent through music. Respected within the dance and electronic music industry as an independent leader with a track record of breaking artists, brand development and some chart-topping successes, our ventures include UKF, NCS (NoCopyrightSounds), Drum&BassArena and El Dorado festival to name a few.

With over 25 years' experience, AEI Group works with like-spirited entrepreneurs and talented people across our music ventures, live events and community spaces whilst on a tireless mission to transform the culture of the music industry to create a positive, healthy and happy working environment for all.

As an organisation we celebrate and support our team members from all backgrounds and are working to build an adaptable culture of mutual allyship, and an environment where everyone is comfortable being themselves 100% of the time. We actively encourage applications from people of every race, gender, religion, age, disability and LGBTQIA+ community.

About the Role

Working within the music team and AEI Group's busy release schedule, the Distribution & Rights Coordinator will be responsible for the digital distribution of releases across all our labels and ensuring products go live on the various DSPs (Digital Service Providers) including Spotify, Apple Music and many more. They will be required to register recordings with different services such as distribution platforms and collection societies.

A key element of the role is rights administration on YouTube, Facebook and other UGC (user generated content)/social media platforms as they resolve various disputes and claims in accordance with our repertoire policies. Keeping on top of these registrations, distributions and claims will be the key focus, leaving no stone unturned and ensuring we are collecting and maximising all available income streams for repertoire owned and distributed by AEI Group.

The Distribution & Rights Coordinator will also play a vital part in communications with the editorial teams at various streaming services and download stores as we pitch our priority releases for product placement and playlist inclusion.

About You

The ideal candidate must have impeccable attention to detail, as they will be responsible for sending final release data and assets to the DSPs and managing rights resolutions. They are a militant error-checker and have demonstrable experience of accurately inputting and transferring data. They will also possess the ability to build rapport with third parties and partners, using a prescribed framework to lead pitches and act as the first point of contact at AEI.

As we develop our own internal catalogue management platform, Transparency, many of the distribution processes will become automated over the coming months and years. They will therefore play a key part in testing product iterations, will have input on the process and will act as label/artist support as we open the platform to be more self-serve. With this in mind, they should have a longer-term desire to work closely with DSPs, seeking contacts and opportunities in key territories with the various streaming platforms and social media platforms.

The successful candidate will relish the chance to own AEI Group's distribution operations and work directly with DSPs, be a passionate music fan and have a keen interest in wider market trends and industry news.

Duties & Responsibilities

- Compiling metadata and assets for releases; adding label copy to spreadsheets, as well as gathering master audio files and artwork ready for digital distribution
- Uploading releases to different delivery platforms
- Updating and managing the release schedule
- Resolving repertoire conflicts and disputes on YouTube and Facebook
- Pitching priority releases to DSPs



- Registering recordings (metadata/label copy) with various societies; PPL (Phonographic Performance Limited) and other neighboring rights collection societies, anti-piracy services and chart registration companies such as the OCC and Nielson
- Liaising with DSPs (e.g., Spotify) regarding ad-hoc admin tasks, such as correcting artist profiles
- Liaising with artists and labels regarding assets, release dates, sending advance links etc.
- Supporting the Head of Music Operations with ad hoc administration as and when required
- *(Duties will include, but not be limited to those listed above)*

Skills & Competencies

- Proficient user of Microsoft Excel
- Meticulous approach to data administration
- Accurate data entry skills are essential
- An understanding of cloud-based file sharing platforms, such as Google Drive and Dropbox
- Highly organised, detail-oriented, problem-solver and responsible self-starter
- Ability to manage multiple workstreams and complete tasks to a deadline
- Strong interpersonal communication skills, specifically with client liaison
- Task-oriented
- Able to effectively manage time
- Strong teamwork skills
- A personal interest in electronic music is preferred, but not essential

Company Benefits

- Flexible working hours and remote working (with the ability to attend team meetings in GMT time zone)
- Unlimited holiday allowance, plus additional personal days and flexible religious holiday observance
- The option of attractive London-based working sites in Bankstock and the halley in Haggerston, including studio access
- Private healthcare cover, including dental, optical and full mental health
- Enhanced parental leave (blind policy), up to 6 months off at full pay (following 12 months continuous employment)
- Workplace training opportunities with AEI Academy
- Annual all company summit, conferences, workshops, one on one coaching
- Well-being programs
- Cycle to work scheme
- Pension scheme
- Sabbaticals - 3 months unpaid or 1-month full pay for every 5 years you've been with the company

AEI is open happy to make any reasonable adjustments as required throughout the interview process to increase accessibility.

Salary: £22,000 - £26,000 p.a. depending on experience

Interested? Send your CV and cover note to careers@aei.co.uk