# Job Title: Rights Management and Membership Associate

This role reports into the CEO. Working as part of a close-knit team, the holder of this role is responsible for the collection and processing of data to be able to make payments to performers. You are expected to consistently provide a professional, high-level of support and service to sister organisations, performers and their representatives, and any other counterparties that BECS has dealings with.

# Tasks and Responsibilities:

* Co-ordinate collection of data relating to film and television productions and cast lists from various sources.
* Methodically check and process data in line with set internal procedures in a timely manner.
* Research and verify programme and artist information and liaise with external contacts and broadcasting organisations to ensure complete and accurate information is added to and held on our membership and repertoire databases.
* Be proactive in suggesting efficiencies and more effective ways of fulfilling tasks and responsibilities.
* Assist with payment runs, deal with membership and payment queries, and other issues from performers, their representatives, agents, and other callers; all in a professional and timely manner.
* Update and maintain membership and agent records.
* Reply to daily correspondence promptly, professionally, diplomatically and with respect to issues of confidentiality.
* Research, identify and contact missing performers and the estates of deceased performers for whom we hold money.
* Maintain members’ confidentiality and comply with data protection legislation at all times.
* Professional dealings with performers who either visit our premises, phone in, or make contact with the organisation via any other means.
* Assist senior management in updating and communicating with the membership, from creating annual or ad-hoc reports to updating our social media presence and our website.
* Perform additional duties in advertising and organising events.
* If required, attend meetings and conferences representing BECS, which may require occasional foreign travel.
* Provide ad-hoc support to management as and when requested.
* Undertake other duties commensurate with the post.

**Required Skills and Experience:**

* Strong proficiency in MS Excel
* Excellent numeracy and written communication skills
* Attention to detail
* Familiarity with MS Dynamics / AX is preferable
* Previous artist royalty administration experience is preferable
* Bachelor’s degree preferable

**Benefits:**

* Competitive salary
* Hybrid working – minimum of 2 days working in the office
* Generous annual leave
* 7.5% employer contribution to pension (subject to conditions)