



## Music Publishing

**Position:** Licensing & Royalties Intern

**Company:** RightsFlow

**Location:** New York, NY

**Website:** [www.rightsflow.com](http://www.rightsflow.com)

RightsFlow currently serves over 10,000 clients obtaining licenses from publishers and songwriters all over the world – including major, independent and artist controlled works. Clients include Rhapsody, Muzak, The Orchard, Guvera, Scattertunes, Amie Street, [PIAS], Alliance, Kontor New Media, INgrooves, Zynga, Beatport, Hoodiny, CAM, Zebralution, E1 Canada Distribution, IODA, Cooking Vinyl, CD Baby, Disc Makers, & X5 Music Group.

RightsFlow offers applicants a unique hands-on experience in the music licensing arena. We are looking for full and part-time candidates that are willing to dedicate 20-40 hours a week. The ideal candidate is someone who is eager to learn more about the music business, specifically the world of music licensing. The successful candidate will gain a great understanding in learning the day-to-day operations of a music licensing company as well as meeting key industry executives in the field.

### Responsibilities:

- Assist the licensing team and Director of Licensing in the daily operations of the department
- Create and build a music licensing & royalties database
- Research song information- composer, publisher etc. in ASCAP, BMI, SESAC, HFA, and international societies
- Assist in special projects to help license compositions on behalf of our clients
- Assist in monthly and quarterly royalty runs

### Qualifications:

- Enrolled student (Undergraduate and Graduate programs)
- Strong research and Windows Office skills (mostly Excel & Word)
- Keen attention to detail
- Highly organized
- Desire to work in the music industry
- Ability to thrive in a startup environment

This position is for college credit **ONLY**.

Please forward cover letter and resume to Kim Gerlach at [kim.gerlach@rightsflow.com](mailto:kim.gerlach@rightsflow.com), with Courtney Howard at [courtney.howard@rightsflow.com](mailto:courtney.howard@rightsflow.com) copied on the message.