

Job vacancy – Label Administrator

DELPHIAN RECORDS | OCTOBER 2021

Delphian Records is seeking a Label Administrator to assist in aspects of the label's day-to-day running, and to oversee all stock control including shipment and fulfilment of Distributor and direct orders.

The post requires a minimum of 7 hours per week (preferably undertaken on a Monday) but is seeking a candidate who can agree to flexible working hours if the need arises. Based in Wallyford, East Lothian, this position would best suit a candidate who is looking to supplement a portfolio of other work or study.

Occupied by a motivated and self-driven candidate, this is a role which will present multiple opportunities for career growth and development within the record industry.

DUTIES

- Receiving stock from the manufacturer and storing it in Delphian's warehouse, maintaining a tidy and organised environment
- Ensuring stock is organised and stock figures are up-to-date (including overseeing annual stock-take) and maintaining Delphian's sales database
- Anticipating and responding to distributor needs, picking and packing orders as required and organising international courier delivery
- Registering of all new releases for PRS/PPL certificates and overseeing quarterly MCPS report
- Organising promotional copies of CDs to be sent to classical music press
- Maintaining Delphian office supply levels
- Responding to general or artist enquiries as required

ESSENTIAL QUALITIES

- Excellent communication skills, both verbal and written
- Excellent attention to detail, especially with regards to data entry
- Ability to work to strict deadlines and maintain clear team communication should deadlines fail to be met
- Ability to use own initiative, to respond quickly in changing circumstances and to think creatively
- Availability and means to travel to Wallyford (12-min train from Waverly Station) once weekly, and to undertake some physical work with stock as required

DESIRABLE QUALITIES

- Some knowledge or experience of classical music, with an interest in working in the record industry

Location: Wallyford, East Lothian (12-minute train journey from Edinburgh)

Salary: £12 p/h, minimum 7 hours per week (to be agreed)

Closing Date: Wed 22 Oct 2020

Application process:

Please send your CV and a short covering letter detailing your interest in the position to Will Coates-Gibson (Creative Director) at will@delphianrecords.co.uk by 5pm on Wed 22 October.

Interviews will be held w/b 1 Nov, either in person or online.