



Manager of Media and Label Services
Digital Innovation Department

Work Status:	Full-Time Regular	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA 94102	Salary:	\$95,732
Reports To:	Head of Digital Innovation	Supervisor:	Yes

JOB SUMMARY

The Media and Label Services Manager is responsible for the strategic planning and managing day to day operations of SFS Media, the in-house recording and media label of the San Francisco Symphony. In partnership with the Head of Digital Innovation, the role is responsible for identification, planning and execution of commercial audio and video recording and distribution projects and media initiatives that support the mission and vision of the SF Symphony, and distribution, licensing, and revenue strategies of the label's 20-year catalogue of audio and video product. The position oversees all aspects of media distribution, licensing, revenue and expense modeling, royalty payments, accruals, and financial planning of the Orchestra's wide variety of media projects past and present across all platforms to meet artistic visibility, strategic, and revenue goals.

RESPONSIBILITIES

- Developing and managing a portfolio of recording projects and media products to support the mission and vision of the San Francisco Symphony.
- Maintaining and driving the long-term strategic plan for SFS Media; developing business plans for future SFS Media commercial products and distribution strategy.
- Building and maintaining national and international distribution of past, current, and future SFS Media product releases (in all relevant formats, physical and digital).
- Leading a cross-divisional working group for coordination of all activities related to production, marketing, promotion and financial management of recording projects created for SFS Media.
- Managing all aspects of project management for each recording, from budgeting, revenue projection, production planning, post-production audio, design, marketing, and distribution strategies to revenue and royalty payments.
- Analyzing existing media products and platforms to identify areas of improvement and/or redesign, and driving those projects accordingly.

- Acting as the primary point of contact for all SFS Media products
- Overseeing all finances for SFS Media, including budget creation, projection exercises as well as preparation of sales and royalty reporting to artists and union organizations as required.
- Pays SFS Media invoices, sales reports, and ensures that other payables/receivables are received and paid on time. Leads and calculates all sales and royalty reporting for payment to artists,
- Managing all licensing for audio and video products; including Synchronization and PRO affiliate licensing execution. Working with external legal and consultant teams in congruity.
- Scheduling and driving agendas and work of the Media Oversight Committee (MOC), a working group of staff and musicians, addressing all rules and regulations around developing and adhering to union recording agreements
- Manages work of and engages media consultant and intellectual property attorneys as needed for union and private licensing and production agreements
- Working closely with international distributor Warner Classics on all elements of distribution of 50+ product lines across platforms including product management, inventory levels and supply-chain logistics.
- Working closely with partner labels in new projects outside SFS Media label in crafting agreements, managing approvals, and alignment of distribution strategies.
- Managing content on streaming service platforms, creating, building, and maintaining playlists and the social/promotional presence on Spotify, Apple, Amazon, Google and all DSPs.
- Calculates all sales and royalty reporting for payment to artists, copyright agencies, and union organizations.
- Production of promotional materials for SFS Media such as creation of video clips, webpages, graphics, and materials to support licensing and distribution of SFS Media products
- Building and broadening media and licensing partnerships around streaming channels, and strengthening the SF Symphony's reach with new, innovative projects and content for the SFS.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.

QUALIFICATIONS

The ideal candidate will have:

- Proven experience in media and/or record label management, media production, project management, media product management, and/or directly relevant experience.
- Business background or equivalent experience running a business unit in a small to medium sized organization.
- Candidate must be able to prioritize projects to improve productivity in dynamic fast-paced environment.
- Experience in managing production and/or distribution of media, agreement negotiation and partnerships such as Apple, Spotify, Pandora, GooglePlay, as well as physical distributors

- Experience with the American Federation of Musicians Electronic Media Agreements is a plus, but not required
- Experience in audio/video project management
- Up to date knowledge and interest in Diversity, Equity, and Inclusion work and institutional change
- Experience with financial planning, budgeting, sales analysis, reconciliation, revenue share and royalty payments.
- Music knowledge a plus. Familiarity with the classical repertoire a strong plus.
- Able to work independently and well under pressure.
- Strong organization and administrative skills.
- Vendor management experience helpful.
- Non-profit management experience helpful.

APPLICATION INSTRUCTIONS

To apply, please visit our website at sfsymphony.org/careers. Under the About Us tab, go to the Careers and Auditions page and click on “View administrative job listings.” Search for this job and click on “Apply for this Position” to submit your resume and cover letter.

VALUES STATEMENT

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

ORGANIZATIONAL PROFILE

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony's recordings have won such awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit sfsymphony.org.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.