

Smithsonian Folkways Recordings - Royalties Contractor

Smithsonian Folkways Recordings, the award-winning, non-profit independent record label of the Smithsonian Institution, seeks a contractor who will support the royalty operations of the label by ensuring that artists, songwriters, and music publishers receive their royalties in a timely manner. The ideal candidate is highly organized, has good Excel skills, and likes to work with people.

Hours: 30-40 hours per week during business hours, Monday-Friday

Term: 6 months

Hourly rate: commensurate with experience

Location: hybrid remote with onsite work 1 day each week to process mail at the Smithsonian Folkways offices near the National Mall in Washington, DC.

How to Apply

Send your resume and a cover letter with your proposed hourly rate to royalties@si.edu by 5pm ET on Friday, June 2.

Duties

- Serves as the point of contact for royalty-related inquiries from artists, songwriters, and music publishers
- Handles mail, monitors the royalties phone line and email account
- Drafts correspondence, answers phone calls, and follows up with other departments as needed to ensure that all inquiries are promptly addressed
- Maintains the royalty database by updating work tickets and contact/payment information
- Scans and uploads documents to databases
- Processes vendor applications to create accounts in the financial system
- Coordinates royalty claims and obtains documentation for royalty transfers
- Conducts research to establish contact with artists or their heirs
- Records incoming royalties and processes sales data
- Assists in production and distribution of royalty statements

Qualifications

- Undergraduate degree, preferably in a business-related field
- 2-3 years of administrative experience in a business environment
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams)
- Self-motivated and highly organized; ability to meet deadlines is a must
- Strong customer service orientation; must be able to communicate effectively with people from diverse backgrounds in a courteous and professional manner
- Keen attention to detail; must be able to enter numbers and perform calculations with accuracy

The following are not required, but would be a plus:

- Accounting, bookkeeping, or music business experience
- Proficiency in Spanish
- Experience working with databases (e.g., Filemaker Pro or Access)

About Us

Smithsonian Folkways Recordings is the non-profit record label of Smithsonian Institution, the national museum of the United States. Based in Washington, DC, Smithsonian Folkways is mission-driven and dedicated to supporting cultural diversity and increased understanding among peoples through recording, preserving, and disseminating “music by, for, and of the people.” Its catalog of over 60,000 recordings includes traditional and contemporary music from around the world; poetry, spoken word, and instructional recordings in numerous languages; and documentary recordings of individuals, communities, historical events, and natural sounds. Smithsonian Folkways provides millions of listeners with unparalleled access to a rich diversity of voices from all over the globe and supports the livelihoods of thousands of artists and composers by paying royalties from sales of CDs, LPs, digital downloads, streaming, and licensing.