

JOB VACANCY

Head of Publishing and A&R



SONG SOLUTIONS

Job Title: Head of Publishing and A&R

Responsible To: Group Chief Executive Officer

Team: Elevation and Song Solutions

About the team

A team of first-rate song publishers and administrators who are driven by a passion or the ministry of Essential Christian. We understand the power of a song and the impact it can have in people's lives around the world. With great songs come great artists who deliver them in recordings and bring incredible truths, packaging them in ways that bring profound encouragement.

Working primarily in the Christian and Gospel music sector we help the church to sing a new song as well as driving songs into all the digital spaces. We have competencies in digital media management and digital marketing, but we need someone to come and lead the team as we go on a new adventure delivering great songs around the world

Main purpose of the job

You will bring your expertise to shape the creative direction of this entire team. You will be empowered to bring strategic change and raise the profile of our music and songs. Building relationships with writers, producers, artists and labels, you will work to grow our songs, their uses, and secure collaborative co-writes for our songwriters.

Terms & Conditions

Location

Near Brighton, East Sussex TN22 1QG

Contract

Full-time, permanent

Remote Working

Occasional visits to our offices in Uckfield, East Sussex. Travelling throughout the UK

Working Hours

40 hours per week, including 1 hour for lunch each day, plus additional hours when working away at events

Lieu Time

Rest & Recovery days given in lieu of weekends worked at events

Salary

On application

Pension

10% of salary (employer)

Benefits

Group Life Assurance

Holidays

25 days per annum plus Bank Holidays

Probationary Period

3 months, with interim reviews at 1 month and 2 months

Notice Period

1 week, increasing to 3 months on completion of probationary period.

Key Duties and responsibilities

Help shape the creative direction and raise the profile of our Elevation brand, building relationships with writers, producers, artists, labels, and A&R managers and helping to secure co-writes, collaborations and other uses of Elevation compositions.

- Develop relationships with new songwriters, and work with digital platforms to ensure song placement on Spotify, Amazon and Apple Music.
- Sign new songs into our catalogue both under exclusive and non-exclusive agreements.
- Develop familiarity and relationships with the existing writers as well as the existing catalogue of songs.
- Pitch the talents of signed writers to producers, artists, labels and others to secure song placements.
- Coordinate with synch licensing partners to ensure our published songs are ready for placement in various Film and TV projects, Commercials, Video Games, etc.
- Coordinate with Elevation's publishing team to ensure that all our writer's information is properly catalogued for tracking and collection.
- Reflect Biblical principles of leadership and service in all aspects of work
- Use the teaching of the Bible as the standard for healthy relationships at work, always seeking to speak positively and build one another up with words of encouragement
- Serve as an ambassador for Essential Christian and uphold the Christian ethos of the ministry at all times and in all dealings with external agencies, guests, clients, artists and songwriters.
- Respect that as Christians, we follow biblical principles of leadership and service

Involvement with the wider team

- Meet online with the full staff team each week to share in a time of reflection from the Bible and break into small groups for a time of prayer
- Participate in occasional staff away days to focus on the Christian vision for our work and to help build our Christian vibe as a team
- Attend monthly staff meetings (online or in person) to make sure we communicate well as a team and to keep us on track with the Christian vision and purposes of Essential Christian

Person Specification

Character

- Enthusiastic & spirited
- Collaborative
- Reliable
- Self-motivated
- Friendly disposition
- Positive attitude

Competency

- 3-4 years' experience in music publishing
- Understanding of A&R and recording process
- Strong organisational skills
- Good attention to detail
- Ability to manage priorities and meet deadlines
- Excellent understanding of Christian music scene
- Strong knowledge of various genres of Christian music
- Ability to identify commercially viable material
- Strong connections
- Positive reputation in the music industry
- Understanding of Spotify for Artists and other music platforms
- Proficiency on Apple Mac software (preferred)

Capability

- Fluent in English
- UK driving licence holder
- Living within 90-minute commute of Uckfield
- Flexibility with hours
- Available and able to travel to and attend evening showcases and recording sessions

Occupational Requirement

This role holds an occupational requirement under the Equality Act for the post-holder to be a practising Christian, personally committed to and part of a church community.

The Elevation / Song Solutions music brand promotes Christian artists and music. The post-holder will therefore need a good understanding and appreciation of the Christian Faith and the teaching of the Bible in order to discern the suitability of material signed to the Elevation brand, and to work creatively with Christian artists and worship leaders in developing their songs.

Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment is dependent on adherence to the Evangelical Alliance Basis of Faith, working consistently within Essential Christian's Ethos Statement, and life being led in accordance with the teaching of the Bible.

Working at Events

Working for an event organisation will mean serving on staff teams throughout the year. This may involve leadership of volunteer event teams and public-facing duties, representing our Christian ethos and serving as an ambassador for Essential Christian. Additional working hours will be required when preparing for and working away at events, including some weekends.

About us

Essential Christian is the umbrella organisation which runs Spring Harvest, Song Solutions, Essential Event Management and Essential Christian Resources.

Our team have pioneered in the Christian events and resources space, since before the start of the pandemic, successfully moving events from physical to online, or hybrid, and now back again, developing a pioneering new online events platform and launching a year-round streaming service for Christian teaching and resources.

It takes a team of innovative and dedicated individuals to deliver such transformation; a team driven by a passion for the vision of Essential Christian; to equip and resource the church and to see lives impacted by God.

Our Culture

Calling & Vision

Essential Christian's vision is to listen to the Church in the UK and to help equip the Church for action. Many of our team view their work as a "calling" rather than a job. We share a common desire to see lives changed by God. We're passionate about what we do.

Christian Faith

Our Christian faith is the motivation for our work. For this reason, most roles at Essential Christian hold an occupational requirement for the post-holder to be a committed Christian. This means that those post-holders will be seeking to grow in their discipleship and be regular worshipping members, actively involved in serving within their local church. In roles without an occupational requirement, we are glad to welcome anyone who is entirely supportive of our Christian ethos and who is comfortable being fully integrated within our Christian culture.

Character

As Christians, we follow Biblical principles of leadership and service, and we look to the character of Jesus as the example for our lives. We don't get everything right, because we're human, but we do show grace and patience with one another. We strive in everything that we do to be transparent, to speak positively and to build others up with words of encouragement.

Prayer

Prayer is where everything begins at Essential Christian. We recognise our need for God in all that we do, we pray for Him to lead and guide us in our vision-casting and decision-making and we remember to give thanks when we see Him answering our prayers.

Professionalism

We pride ourselves on working to professional standards, using key performance indicators to bring value to the ministry, growth to revenue and personal development to members of our team.

What our staff say

It's inspiring to work amongst colleagues whose Christian belief is the motivation for what they do and a model for the way in which they serve. Here's what some of our team say...

"I get a buzz out of the responsibility and teamwork with committed professionals who share my passion for excellence. The regular celebration of achievements and birthdays, the interest in each person's wellbeing, and the sense of family makes this a brilliant organisation to work for."

"I love working for EC because it gives me a chance to help others grow through their experiences of God and His church".

"There really is an incredible culture within EC which helps bring out your individual potential, refines your skills and enables you to grow on all levels, including spiritually."

How to Apply

For further information and to download an application form, please visit www.essentialchristian.org
Applications should be sent to recruitment@essentialchristian.org

Essential Christian, 14 Horsted Square, Uckfield, East Sussex, TN22 1QG

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