

CCSMP42

Match and distribute royalty income within a music publishing business



Overview

This unit involves supporting and processing usage data from music users, raising invoices to obtain payment of royalties due and then distributing these royalties to writers and composers with their royalty statements. This could include income from the licensing of synchronisation usage, printed music or music for hire, or grand rights.

of National Occupational Standards

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Performance criteria

You must be able to:

- P1 process and input royalty distribution data for a number of licensing schemes
- P2 identify and investigate missing data on paper and through the system
- P3 liaise with internal departments in order to resolve queries
- P4 produce royalty statements for writers and composers in line with contractual and organisational
- P5 analyse usages ensuring the data stored is accurate and complete, allowing efficient distribution maximum pay-through to the correct writers and composers.
- P6 check current airplay charts for completeness of registrations with collecting societies
- P7 ensure all data is processed prior to distributions.
- P8 assist in the checking of distribution and adjustment output for accuracy and completeness.
- P9 produce accurate and timely statements for distribution to writers and composers
- P10 keep up to date with industry developments relating to licensees.
- P11 report on specific areas of licensing to ensure optimum payout and matching targets are achieved.

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Knowledge and understanding

You need to know and understand:

- K1 what the different types of licences are and what they cover and why
- K2 how and where to find information to develop your knowledge of the music and media Industries
- K3 relevant information relating to licensing and copyright laws
- K4 advances and how they work
- K5 how to use the data inputting system utilised within your department
- K6 how to communicate and influence effectively
- K7 how to maintain accurate and up to date records in line with organisational requirements

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