



**Position title: Manager, Distribution Services**

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. We advocate for music creators, educate music users, license businesses and distribute royalties to creators — all to help build a thriving and sustainable music industry in Canada.

Reporting to the Vice-President, Distribution and working very closely with the Manager Operations & Analysis, this position will act as a key link between department operations and strategy. This key role requires someone who can excel in a smaller organisation where developing strategy must be balanced with executing tactical and day-to-day operations.

The following is a brief description of the position's duties and responsibilities:

- Oversee the department's day-to-day operations with regard to sound recording usage log intake and matching, claims and distribution processing, technology, issue and people and workload management.
- Enhance relationships with Re:Sound's member organisations.
- Lead initiatives to improve processes with internal and external stakeholders to maximise distributions and increase service levels.
- Lead and motivate team members.
- Data analysis and management.
- Other items outside day-to-day operations as required.

Job specifications/skills:

- A minimum of 3 years managing a diverse staff in a results driven organisation.
- Blending strategic thinking with operational management.
- Demonstrated leadership competencies including decision making, problem solving, negotiating, team building, collaborating, initiative and strong data analytics skill.
- Excellent communication skills.
- Experience managing projects involving multiple stakeholders.
- Excellent relationship building and customer service skills.
- Exceptional command of Microsoft Office and some proficiency in other data analytic tools including MS Access.
- University degree in business, music or a related discipline.

Re:Sound is an equal opportunity employer and is committed to diversity in its workforce. Re:Sound is committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the staffing process, please do not hesitate to let us know.

If you would like to be considered for the position, please forward your resume and cover letter to [jobs@resound.ca](mailto:jobs@resound.ca). We thank all applicants in advance - only those selected for an interview will be contacted.