

Operations Manager, Music

Based: Central London

Reports to: Managing Director of Music

About the Group...

A leading management and professional services company based out of the UK and US, YMU provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

About the Team...

The Group's Music division, counts a number of international acts under its management, such as Take That, Clean Bandit, Years & Years and James Arthur based out of its UK office, and Steve Aoki, Don Diablo, Bush and Cheat Codes from its US base, prides itself on nurturing a diverse artist roster that has received countless prestigious awards and accolades in the industry. As a collective, the division has nurtured some of the world's leading dance, rock and pop artists, DJs and producers, fusing groundbreaking marketing and creative technologies into the quickly emerging new music business model, while simultaneously managing some of the world's most long-standing and prestigious bands and artists.

About the Job...

The Operations Manager will drive operational excellence, efficiency and performance. They will define and align both short and long term organisational priorities with the goals of the Music team, as well as day-to-day Music operations.

Operations Manager is Responsible for:

- All leadership meetings in terms of agenda and action points
- Employee relations and identifying training initiatives and development needs
- Appraisals and remuneration
- Strategic planning for acquisitions and key hires



- Long term planning for new areas i.e. records, publishing and other opportunities within the music space
- IT, Software and database management and invoicing
- Bringing in new clients from a legal deal perspective
- Best Practice for division and learning from wider Group
- Use of social media and digital platforms within the Music industry
- Monthly attendance at UK Ops meeting when the Managing Director cannot attend
- Collaborating with the US Music division, aligning best practice to ensure it benefits the wider division
- Understanding of an artist campaign from an artist and management perspective is preferred but not essential
- Succession planning
- Client service levels and quality controls
- Finance and budgeting and forecasting for short, medium and long term

About You...

- Experience within a similar role in the Media / Entertainment or Music sector
- Build strong partnerships with internal stakeholders to support delivery of campaigns
- Confidence to suggest innovative ideas
- A strong understanding of the shift in pace of consumers in relation to music and entertainment – what's hot/what's not?
- Fun and presence in the office
- Proactive and forward thinking; with excellent industry knowledge and ability to use own initiative
- Excellent written and verbal communication skills
- Ability to plan longer term but with a mindset to adjust to take advantage of short term/unforeseen opportunities.
- Ability to manage staff
- Highly motivated with the ability to thrive in a fluid, demanding and fast paced environment

What we offer...

- We offer a wide variety of benefits including:
- Access to flexible working conditions — we believe with performance comes freedom
- Private Medical and Life Insurance after 12 months' service
- Enhanced parental leave
- Staff equity share and bonus scheme
- Perkbox employee benefit platform