



MANAGEMENT AND PRODUCTION

JOB POSTING

Montreal, August 9, 2021

Title: Label Manager, Envision Records

Company: Envision Management & Production is an artist management and production company that works with boundary-breaking, musical and multidisciplinary artists, projects and organizations. www.envisionmanagement.com.

Purpose: Envision Management & Production is seeking a responsible, motivated person to manage the day-to-day operations of their record label, Envision Records.

Position type: Twelve (12) month contract

Start date: October 12, 2021

Contract fees: \$21-\$25/hour, commensurate with experience, for 15-18 hours per week

Location: Montréal (Rosemont/Petite-Patrie)

Reports to: President, and Operations Manager

Roles and Responsibilities:

- Marketing Coordination
 - Implement and support the development of the marketing plan for each release, including coordination between internal team members and external third parties.
 - Prepare release-related materials for internal and external communications, pitches, and updates.
 - Act as main liaison with label and artist relations at DSPs, optimizing potential for each release and identifying playlisting and other marketing opportunities.
 - Represent and increase visibility of Envision Records.
 - Ensure cohesive project branding across artist's social media and digital platforms.

- Product Management
 - Manage all project assets, metadata and deliverables for ingestion.
 - Oversee scheduling of releases, meeting deadlines and ensuring sales and marketing needs are managed across digital and physical retail, as well as digital streaming channels.
 - Manage physical product logistics, including co-ordination of manufacturing when required; ensuring production deadlines and stock requirements are met.
- Artist Relations
 - Work with artists and artist managers in the collection of deliverables, assets, and in the development of schedules, targets, budgets and creative campaigns.
 - Maintain open communications with the artists and their teams (management, publicists, booking agent, etc.) including scheduling meetings and integration of productivity tools (i.e. Google Calendar, Meet, Basecamp).
 - Identify appropriate grant and funding opportunities in collaboration with the internal Artists & Development team.
- Administration
 - Liaise with the operations team with regards to overall administration, payments and billing, cash flow and project budgeting.
 - Maintain shared organizational databases (ie. Google Workspace)

Qualifications:

- 2-4 years experience in the music industry
- An understanding of digital distribution and/or product management
- An understanding of digital and traditional music marketing
- Passionate about artist development and trends in the music business
- Experience in managing budgets
- Excellent organizational skills including attention to detail, time management and problem solving
- Excellent verbal and written communication skills in English and French
- Open to working in both collaborative and autonomous environments
- Commitment to high professional ethical standards and a diverse workplace

Equal Opportunity, Diversity, and Inclusion

Envision Management & Production is committed to being an equal opportunity workplace and to providing a work environment free from discrimination and harassment. We endeavour to create a diverse, welcoming, kind, equitable and inclusive environment for all employees. Employment decisions are based on business needs, job requirements and individual qualifications and without regard to race, color, religion or belief, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, protected veteran status, disability status, family or parental status, or any other status protected by law.

How to apply: Please send a CV and cover letter to natalia@envisionmanagement.com with the subject "Label Manager" by September 6, 2021. Only successful applicants will be contacted.