

## Creative Services Intern Position Description

### **Who is Marmoset:**

Launched in 2010, Marmoset is a Portland, Oregon creative music licensing agency. Marmoset is a proud Equal Opportunity employer, celebrating a diverse and inclusive community of people, cultures and stories.

Beyond a creative agency, Marmoset's core purpose is "Be Community" - working to impact artists and community partners. In 2019 Marmoset became the first certified B Corp in our industry, striving for a greater good, where equity and community impact are the center of our target. Check out the 2023 Marmoset Transparency Report for a summary of the work we've done, and where we hope to be for a brighter future: <https://www.marmosetmusic.com/journal/marmosets-2023-transparency-report/>

A diverse and inclusive work environment that's fun, offers flexibility and cares deeply about our employees and what we do. Marmoset has ranked in "Fastest Growing Companies in Oregon", "100 Best Companies to Work for in Oregon," and INC Magazine's Best Places to Work.

### **Open Role:**

**Title:** Creative Services Intern

**Team & Team Lead:** Creative Services, Bob Werner

**Part-time Role, Internship:** 3-12 hours/week (as student schedule allows)

**This internship must be completed for school credit.**

**Location:** hybrid preferred: 1 day per week in office in Portland, Oregon + WFH/flexible for the remainder of the week OR fully remote for those who live outside the Portland area

**Role Overview:** This internship opportunity requires an individual with introductory experience and a strong interest in learning about music licensing and the art of putting music to picture. The Creative Services intern plays an essential role in keeping the Marmoset music catalog up to date by listening to and uploading new music to the website and tagging songs for search accuracy. This intern role also assists in music search requests for clients. The ideal candidate is highly personable, detail-oriented, can easily adapt and learn new skills, and has some familiarity with identifying different elements of a song. Essentially, this role will begin with us as a student -- one who will first listen, study, and learn. A passion for music and film is a must!

The position is organizationally demanding and asset-management intensive, with ongoing opportunity to shape and diversify our roster.

**Role breakdown by %'s**

## **Catalog Coordination (Primary Role, 65%)**

- New Artist Materials Ingestion
  - Participate in a high volume of song-tagging, building and updating artist profiles on the Marmoset and Track Club platforms, associated asset management
  - Manage the intake of new audio files and other profile assets from new and existing artists
  - Complete weekly tagging assignments with the goal of keeping our overall tagging queue under 450 songs
- Be a primary contributor to big Catalog Team initiatives such as auditing publisher info, Roster Curation, reviewing new artist submissions, Track Club stem uploads, etc. There will always be 2-3 high volume, heavy lift projects in progress on this team. The Creative Services Intern is expected to contribute to all of them for a few hours each week.

## **Music Search**

- During assigned shifts, work with teammates to quickly find songs from the Marmoset catalog based on specific client requests and organize them for delivery
- Join creative calls with clients as needed to take notes

## **Artist Relations, Scouting & Support (Additional Roles, 35%)**

- Manage regular artist contact via email and HelpScout
- Provide backup for Creative Services by monitoring the #Search\_Support and #Creative\_AR\_Connect channels on Slack
- Assist with AR&C programs like newsletters, events (Ask A&R) and occasionally support the Marketing Team in creating catalog or artist-focused content
- Support the larger A&R team on quarterly rocks and other projects, including Artist Collabs and Infinite Companion as needed
- Manage the “A&R Help Desk” sheet and field requests from Client Services that pertain to tagging and asset management

**Note:** Because we are a growing company, this opportunity has the potential (and likelihood) to evolve in a variety of ways as we continue to grow, and will at times require a high degree of flexibility, patience, adaptation and juggling, depending on what needs to be done. While this role breakdown is a good overall view of the basic role requirements, there is an expectation for all employees to contribute to special projects, goals and metrics that contribute to the greater company goals as needed.