



The Sixteen Productions Ltd. (CORO)

Position	Label Administrator (Full Time)
Office	Osney Lock Boathouse, Osney Lock, Bridge Street, Oxford, OX2 0AX. Moving in the summer of 2020 within central Oxford or to Witney.
Tel	01865 793999.
Line Manager	Cath Edwards, General Manager, The Sixteen Productions Ltd. (CORO).
Hours	40 hours per week. Office hours are flexible between 9.00am – 6.00pm Monday to Friday. In addition to your normal hours of work, you are required to work any necessary additional hours for the proper performance of your duties, without any additional remuneration, and evening and weekend work will sometimes be required. We operate a 'time off in lieu' system to compensate for additional hours worked.
Annual Leave	25 days per annum.
Salary	£20,000 – 24,000 Depending on experience. The Sixteen Productions Ltd offers a Pension Scheme.
Notice Period	8 weeks notice will be given by both parties.
Remit	To work alongside the General Manager in the day-to-day running of The Sixteen's record label, CORO, in-line with corporate strategy, artistic policy and high standards of trade.

Detailed job description

- Website Management** - Manage and update The Sixteen's online shop (thesixteenshop.com) including adding new albums to the shop and creating digital audio files and descriptive content for all CORO products.
- Create and update all shop banners on thesixteenshop.com and create and update album banners on thesixteen.com.
 - Manage via the Back Office facility of all other aspects of the website shop thesixteenshop.com.
- Marketing** In conjunction with The Sixteen Ltd's Marketing Manager and the CORO General Manager:
- Manage the flow of information on The Sixteen's websites (thesixteen.com & thesixteenshop.com), highlighting new or topical releases, ensuring all important news and reviews are featured and linking with The Sixteen's online social media campaigns and co-ordinating digital marketing initiatives.
 - Manage the customer data captured via thesixteenshop.com for mailings and eBulletins.

- Create engaging new posts and updates on Facebook, Twitter, Instagram, You Tube and any other social marketing tools as appropriate.
- Explore and develop creative new ways of engaging audiences and increasing interactivity especially with younger followers.
- Oversee the management of GoogleAdWords campaigns and other online marketing tools.

With the CORO General Manager:

- Develop creative new ideas and offers to promotion The Sixteen's recordings on thesixteenshop.com and via third parties.
- Work with the General Manager to find innovative new ways of exploiting the back catalogue.

Also:

- Oversee press mailings and complimentary copies for all new releases.
- Place advertising for CDs as stand-alone items, and as part of a live/recording promotion.
- Creation of artwork for adverts and leaflets.

CD Sales

- Co-ordinate sales of CDs and attendance at live concerts for both self-promotions and third-party promotions in the UK (dates to be shared with the CORO General Manager).
- Fulfilment of all CD orders placed via The Sixteen's online shop.
- Oversee customer support for all CD and Digital Download purchasers.
- Fast and efficient handling of distributor orders at home and overseas, and direct order clients (e.g. Cathedrals etc.).
- Fulfilment of distributor orders and liaison with accountants re. invoicing, paperwork and customs forms as required.
- Reporting of concert and office sales to accountants on a monthly basis.

Stock Management

- Oversee office stock management.
- International stock control and repress management and execution.
- Arrangement of production and pressing with CORO's CD pressing company, BigWeb, for back catalogue titles.

General

- Assist the General Manager in sourcing imagery, information and copy for CD / DVD booklets (such as Texts and Translations).
- General office duties: answering telephones, opening post, fielding general enquiries, ordering stationery.
- Design of the CORO recording catalogue every 12 months.