

# WE ARE BMG.

Fairness | Transparency | Service | Worldwide

## WHO WE ARE.

We are BMG - The New Music Company. Founded in 2008 with a revolutionary vision for the digital age. Starting afresh has allowed BMG to rethink the music industry from the ground up, with systems and structures and processes designed for today. While historically music publishing and the record business have been regarded as completely different businesses, BMG realises that in the age of streaming, they have more in common than ever before.

That means whatever functions we can manage together, we do manage together. And because we live in the age of the World Wide Web, we are resolutely an international company.

Virtually every department has an international reporting line as well as a local one. We are one company - worldwide.

## OUR VISION.

A world in which every artist and songwriter gets to achieve their potential and receives a fair reward for doing so.

Music isn't just another business. Music is created by individuals, each of them on their own creative journey taking huge risks. The fruits of that creativity need to be paid for. Fairly and efficiently.

BMG aligns itself with the interests of the creative community of music.

## OUR MISSION.

To create a better kind of music business.  
A digital-age music rights platform which is fair, transparent and service driven and inspires by example a positive change in the wider music industry.

# JOB DESCRIPTION.

## **JOB TITLE**

Intern, Production

## **DEPARTMENT**

Data & Asset Management, Production & Supply Chain

## **LOCATION**

One Park Avenue  
New York, NY 10016

## **WORKING HOURS**

21 hours per week 13 week placement

## **OVERALL PURPOSE**

Your primary mission is to provide administrative support to the Production team.

## **ABOUT THE INTERNSHIP.**

BMG's Production & Supply Chain team is an integral part of the recorded music division. If you have listened to music on Spotify, TikTok, Apple, Amazon or purchased a Vinyl album or CD in your local record store, the production department has had their hands on it and a part of delivering music to the places that people hear it. If you want to see the inside of the music industry in an environment that is often not taught in school, this is the perfect internship.

A typical day would include reviewing production invoices with the team, ensuring they are accurate and coded correctly, and pulling data to create reports for upcoming weekly meetings with marketing and international teams.

## **KEY ACTIVITIES & RESPONSIBILITIES.**

- Reviewing and submitting product related invoices
- Pulling of reports in preparation for weekly meetings with marketing and production teams
- Recapping notes from the various meetings
- Creating reports and pulling analytic data from existing reports
- Liaising with different departments to gather information related to upcoming releases
- Archiving production assets

## **YOUR PROFILE.**

- You are detail-orientated with strong organizational skills.
- You are confident with Excel and Google products.
- You hold excellent communication and interpersonal skills.

It's a plus if you have an analytical and/or process oriented mindset and a love of music, including an active knowledge of the different platforms where music is consumed (both digital & physical).