

## **Smithsonian Folkways Recordings seeks Royalty Analyst**

Smithsonian Folkways Recordings, the Grammy Award-winning, non-profit independent record label of the Smithsonian, seeks a full-time Royalty Analyst who will support the royalty operations of the label. Reporting to the Director of Business Affairs & Royalties, the Royalty Analyst will focus on music royalty reporting and rights administration. Current work arrangements call for teleworking due to the pandemic, but in the future, we anticipate returning to in-person work in some capacity at the Smithsonian Folkways offices near the National Mall in Washington, DC.

Duty Station: Washington, DC (preferred)

### Major Duties

- Serves as the point of contact for royalty-related inquiries from artists and publishers
- Ensures timely receipt and accurate processing of digital and physical sales and licensing income
- Maintains the royalty system by setting up new albums, royalty rates, advances, and expenses
- Logs contract information in the contracts database and verifies royalty rates
- Maintains the royaltor database by recording changes in contact information
- Resolves metadata inconsistencies to enable ingestion of sales files
- Audits, packages, and distributes royalty statements and tracks payments
- Processes vendor applications to create accounts in the financial system
- Handles royalty claims and obtains documentation for royalty transfers and assignments
- Follows up on licensing agreements and payments

### Qualifications

- Undergraduate degree, preferably in music business or a business-related field
- Knowledge of music royalty accounting concepts
- Advanced proficiency in Excel (e.g., pivot tables and VLOOKUP)
- Expertise in working with large amounts of data
- Keen attention to detail; must be able to enter numbers, proofread text, and perform calculations with accuracy
- Strong verbal and written communication skills; ability to communicate effectively with people from diverse backgrounds in a courteous and professional manner
- Excellent planning and execution skills; ability to prioritize, meet deadlines, and balance multiple projects
- Experience with the following applications would be a plus: music royalty systems (RoyaltyShare, Record Maestro), database software (Filemaker Pro) and financial software (Netsuite, Peoplesoft)

Salary: The annual salary is based on the GS-9 level of the [federal General Schedule \(GS\) pay system](#).

### Benefits

- Medical/dental/vision coverage
- Life insurance & long-term disability insurance
- Retirement plan with employer contributions of 12% of salary (for qualified employees)
- 12 federal holidays + paid vacation/sick days
- Click [here](#) for a complete list of benefits.

### How to Apply

Send a cover letter, resume, transcript and 2-page writing sample to [royalties@si.edu](mailto:royalties@si.edu) by 5pm EDT on October 15.

### About Us

Smithsonian Folkways Recordings is the non-profit record label of Smithsonian Institution, the national museum of the United States. Based in Washington, DC, Smithsonian Folkways is mission-driven and dedicated to supporting cultural sustainability through recording, preserving, and disseminating “music by, for, and of the people.” Its catalog of over 60,000 recordings includes traditional and contemporary music from around the world; poetry, spoken word, and instructional recordings in numerous languages; and documentary recordings of individuals, communities, historical events, and natural sounds. Through physical and digital distribution, licensing, and educational initiatives, Smithsonian Folkways provides millions of listeners with unparalleled access to a rich diversity of voices from all over the globe.