

Title: UK Intern

Status: Part-time

Hours: 24/week, Monday - Friday

Location: London, UK

Reports to: Director of Projects, UK/EU

Company Summary: Secretly Group is a leading independently owned music company. Its major divisions include record labels Dead Oceans, Jagjaguwar, Saddest Factory Records and Secretly Canadian, and music publisher Secretly Publishing. Headquartered in Bloomington, Indiana, Secretly Group also maintains offices in Brooklyn, London, Los Angeles, and Chicago. Founded in 1996, its roster counts Phoebe Bridgers, Bon Iver, Mitski, Angel Olsen, Japanese Breakfast, Whitney, Jamila Woods, Sharon Van Etten, Faye Webster, Unknown Mortal Orchestra, Claud, MUNA, serpentwithfeet, Slowdive, and Khruangbin among others. Secretly Publishing artist and writer partners include Kishi Bashi, NNAMDI, Japanese Breakfast, Whitney, and Faye Webster, as well as the publishing catalogs of affiliates Songs Of Numero Group and Ghostly Songs.

Position Summary: Secretly Group seeks a part-time UK Intern for our London office. This is a junior role that would suit someone looking for their first opportunity in the music industry. In this role, you will be working alongside the UK Label team and provide support to the local teams across various aspects of the company. Whilst no music or marketing experience is necessary for the role it will suit someone who is interested in a career in the music industry and someone who is a motivated self-starter. Knowledge of, and enthusiasm for, Secretly Group roster would also be a bonus.

Responsibilities:

- Project support:
 - Completing sales reports with streaming, digital and physical sales data on a weekly and monthly basis
 - Assisting our Label Project Managers with miscellaneous tasks
 - Assisting with specific department reports for our promo and projects teams
 - Assisting with metadata entry
- Touring & guest lists:
 - Keeping tour dates on the label websites up to date
 - Overseeing guestlist requests for UK and Europe: fielding requests and managing our guest list management tool by adding new dates, ticket links, invitees & ticket buy totals
- Office support:
 - Submitting UK office promo stock orders
 - Assisting with general office tasks: including but not limited to reception duties, shopping, packing boxes, keeping areas tidy, arranging birthday cards and cakes for office staff
 - Arranging courier collections, packing and posting promo and other general office shipments
- Promo support:

- Supporting our UK publicity team with tasks such as campaign research, compiling weekly reports, creating and updating a contact database, podcast and online radio research, and scheduling promo days
- Helping secure media coverage for touring artists (regional and student press)
- Helping keep our media database up to date
- Uploading press cuttings to our archive and updating our radio playlist archive
- Ecommerce:
 - Assist our D2C team with the day-to-day management of our label stores and subscription products
 - Coordinate stock movement and inventory between our warehouse and our international fulfillment partners
 - Assisting the e-commerce team with Lightning Live chart sales registrations
 - Help manage customer service inquiries and interface with our customers as needed
 - Help manage the relationship with our fulfillment partners
 - Collate D2C sales and pre-order reports

The Ideal Candidate Demonstrates:

- A keen eye for detail, enthusiasm, and organisational skills
- Good time management and ability to prioritise tasks
- Proficiency in Microsoft Outlook, Excel, Google Docs/Sheets/Slides
- Willingness to learn about the structure of a label and distributor
- Interest to gain experience in marketing, project management, PR/Plugging, international systems, logistics and distribution, metadata, D2C
- Adaptability to a fast-paced environment with multiple teams

[Application Link](#)

All qualified applicants will receive consideration for employment without regard to disability, protected veteran status, age, race, creed, color, religion, sex, marital status, affectional or sexual orientation, gender identity or expression, ancestry, nationality, or national origin.