

POSITION

Label Services Representative

COMPANY OVERVIEW

Headquartered in Franklin, Tennessee, Naxos of America is the leading independent classical music distributor in the U.S. and Canada. Specializing in state-of-the-art distribution and marketing and promotion, Naxos of America distributes nearly 65,000 SKUs to traditional brick and mortar retail, as well as offering a comprehensive suite of services tailored to consumer direct fulfillment. Naxos of America is also one of the world's largest digital distributors of independent classical music and video, supplying a catalog of over 2.1 million tracks and 65,000 album discs to hundreds of digital platforms and mobile outlets across the globe. Naxos of America offers marketing, publicity, physical and digital e-commerce services, licensing opportunities, streaming services, sales support and customer service for all new releases and active catalog titles of Naxos Records and over 700 distributed labels.

JOB DESCRIPTION

The Label Services Representative is a Naxos of America employee who helps the Label Management Department manage the relationships between Naxos of America and its distributed label partners.

This is a client services role, with the Label Services Representative serving as the primary point of contact for an assigned group of general service (GS) recording labels. The Label Services Representative reports to the Director, Marketing and Label Relations.

Key Responsibilities:

- To understand the roles and background information used by the Label Manager group.
- Provide general support to a designated group of general service (GS) labels.
- To provide GS labels with guidance and best practices documentation so they can help themselves using the various Naxos label service sites. The primary goal of this position is to help labels help themselves.
- To provide labels with basic additional information if required.
- To facilitate label communication with other departments if necessary.
- To identify and help resolve recurring label-specific issues in the distribution process.

Qualifications:

- Professional courtesy and thoughtfulness in all communication
- Promptness of response
- Work accuracy
- Effective planning and prioritizing
- Work well under pressure
- Proficiency in using databases and spreadsheets.
- Ongoing learning about the continually changing business environment

Naxos of America, Inc.

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- Accept constructive direction and criticism
- Knowledge of classical music and jazz is desirable

We offer a great benefits package, including a 401K match, and a competitive salary commensurate with experience. We have an excellent team, and are regarded within our industry as the leader in classical music sales & distribution.

Contact us with a resume and cover letter describing what makes you **most** qualified to the Naxos of America team at: careers@naxosusa.com and be sure to learn a little more about us at <http://naxosusa.com/who-we-are>