



# Candidate Information Pack

**Promotion Manager**

Contemporary Music Department, London

January 2023

# About Schott



Founded by Bernhard Schott in Mainz in 1770, the Schott Music group today ranks among the leading music and media publishers in the world. Alongside the core music publishing business, Schott also operates a record label, book and magazine department, printing company and a large distribution warehouse dealing with both the hire and sale of sheet music. Its head office is located in Mainz, Germany with principal offices in London, New York and Tokyo.

Among the companies of the Schott group are not only traditional publishing houses such as Schott Music Panton, Ars Viva, Ernst Eulenburg & Co., Atlantis, Hohner, Fürstner, and Cranz, but also two internationally renowned record labels, Wergo and Intuition, distributing contemporary, jazz and world music on CD. The group also publishes seven specialist magazines, including *Neue Zeitschrift für Musik* founded by Robert Schumann. Schott supplies theatres and orchestras throughout the world with performance material of about 10,000 stage and concert works. The programme of Schott Music, comprising performance and teaching literature, urtext editions, concert and opera editions, study scores, complete editions such as those of Richard Wagner and Robert Schumann, books on music, and CDs, influences all areas of musical activities. The Digital Media department of Schott opens up new innovative digital product fields and distribution areas by offering music apps, e-books and e-scores.

# Schott London

## Contemporary Music Department

**Schott's London office** was founded in 1875 and moved from premises on Regent Street to the current location on Great Marlborough Street in 1909. Early publishing success included works by Edward Elgar and Percy Grainger, but it was with Sir Michael Tippett that the profile of the London contemporary catalogue was established. Alexander Goehr and Peter Maxwell Davies signed with Schott in the '50s, and the catalogue has continued to expand to the present day.

**The Contemporary Music Department** is responsible for promotion of Schott composers, their works, and those from other catalogues that we represent, including some of the most well-known works in the classical music canon such as Orff's *Carmina Burana*, Stravinsky's *The Firebird* and Tippett's *A Child of Our Time*. Schott's internationally renowned living composers include Julian Anderson, Gavin Bryars, Chaya Czernowin, Peter Eötvös, Toshio Hosokawa, Andrew Norman and Jörg Widmann.

The department's focus is live performance, broadcasting and recordings. We work closely with orchestras, conductors, soloists and other artists, festivals, concert halls and more to get our music heard on the concert platform and to raise awareness of our composers.

More information is available at <http://en.schott-music.com/about>

# Job Description

## Job Title

Promotion Manager

## Department

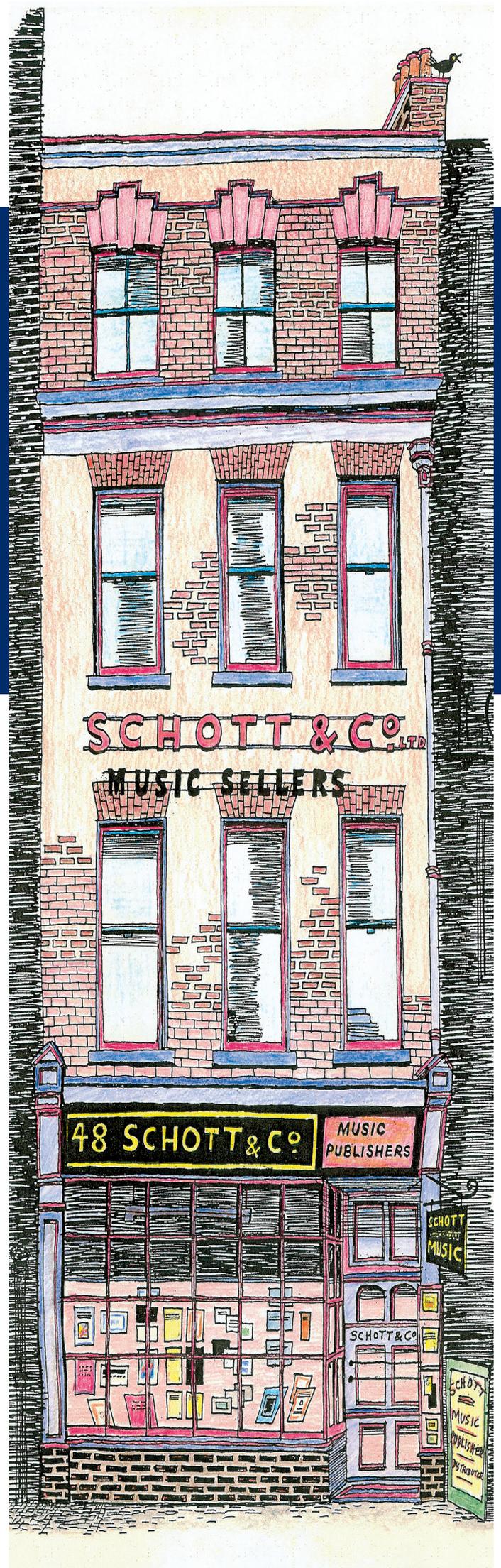
Contemporary Music  
Schott Music London

## Line Manager

Director, Schott Music London

## Salary

£37,000-£40,000



# Job Description

## Job Purpose

- The Promotion Manager is responsible for Schott London's promotional activity and generating performances of works from the Schott catalogue. Promotional activity is co-ordinated with the Concert Opera & Media (COM) international team.
- The Promotion Manager is additionally responsible for composer management and contributing to departmental and company strategy.

## Job Context

- The Concert Opera & Media (COM) department promotes and grows the international Schott Music catalogue by working closely with concert promoters and artists to generate performances, commissions and to raise awareness of our composers.
- The COM London department comprises: Director, Head of Contemporary Music, Promotion Manager, Promotion & Production Assistant, Promotion Intern, Hire Library Manager, and Licencing Manager.

# Job Description

## Main Responsibilities

- **Promotion.** Develop and implement promotional plans for COM London at both a department level and collaboratively with Schott's international offices in order to generate performances of Schott works. Maintain and develop industry contacts with conductors, performers, presenters, artist managers and other stakeholders within the UK and internationally. Representing Schott Music at concerts and industry events in the UK and abroad.
- **Composer Management.** Manage projects, act as point of contact, and foster positive working relationships with Schott London composers. Create new opportunities for composers through commissions for new works, residencies and to prepare and negotiate commission contracts in collaboration with the Head of Contemporary Music.
- **Marketing.** Oversee both the Promotion & Production Assistant and Promotion Intern's marketing activities for COM London in collaboration with Schott's international offices. Overseeing the department's output and contributions for regular publications, newsletters, social media and online marketing.
- **Company and departmental management strategy.** Contribute to COM London's departmental meetings and periodic senior management strategy meetings.
- **Hire and Licencing.** Collaborate with hire and licencing colleagues as part of COM London team.
- **Miscellaneous.** Carry out any other duties within the scope, spirit and purpose of the job as required by the company.

Please note that this job description is for guidance only and does not form part of the contract of employment.

# Person Specification

## **We're looking for someone who:**

- A broad knowledge of and interest in classical and contemporary music.
- Is highly organised and detail-oriented.
- Is self-motivated and feeds on a high level of independent work, but also values collaboration.
- Is an excellent written and verbal communicator.
- Can think creatively and problem solve.
- Has a willingness to mentor junior members of staff.
- Has existing contacts within the industry.

## **Also desirable:**

- Ability to read and or speak German

# More About the Role



## **Office location**

48 Great Marlborough Street  
London W1F 7BB

## **Hybrid working**

Our full-time staff work a minimum of 3 days in the office and a maximum of 2 days from home per week.

In-office days are fixed in line with the rest of the department.

## **Working hours**

7 hours per day, normally starting between 9 and 10am and finishing between 5 and 6pm, with a one hour lunch break.

Attendance at concerts outside office hours is required for this role.

## **Probationary period**

3 months

## **Paid holiday allowance**

25 working days per annum plus bank holidays

# How to Apply

To apply, please send your CV and a one-page covering letter, or audio/video equivalent, explaining why you are a good fit for the position to: [jobs@schott-music.com](mailto:jobs@schott-music.com)

## **Recruitment Timetable**

**Application deadline: 10 February 2023, 5pm**

Shortlisted candidates will be contacted as soon as possible after this date.

### **Interviews**

Initial interviews with shortlisted candidates will be held during the week of Monday 20 February 2023 in-person or online.

### **Starting date**

From late March 2023 depending on notice period.

# Diversity and Inclusion

Schott Music is fully committed to diversity and inclusion. We aim to build a team that represents a wide variety of backgrounds, perspectives, and skills, and wish to minimise barriers to the widest possible range of applicants. We warmly welcome applications from all backgrounds, particularly under-represented demographics.



## Contact info

If you have questions or would like to have an informal discussion about this position please contact:

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