



We're Hiring - Agents

We are looking for a knowledgeable and driven local Agent to operate in the following locations:

- Grenada
- Antigua & Barbuda

It is the Agent's responsibility to exercise for and on behalf of ECCO, in the territory assigned, all the rights, remedies and obligations in respect of the Performing & Neighbouring Rights and Collective Management practices.

Who We Are

The Eastern Caribbean Collective Organisation for Music Rights (ECCO) Inc. is a non-profit Collective Management Organization incorporated, registered and located in Saint Lucia.

Our primary role is to administer intellectual property rights on behalf of our members - writers & publishers of music in the Eastern Caribbean. Through reciprocal agreements with Collective Management Organisations (CMOs), throughout the world, ECCO represents and can license its repertoire of copyright music for public performance, broadcast, cable transmission, online and mobile use.

Primary Responsibilities

The primary responsibilities of this role include but are not limited to:

- Represent and act on behalf of ECCO in the territory assigned to promote the appropriate collective management practices and performing rights of the member and works in ECCO's repertoire.
- Promote the value and reputation of ECCO in the territory assigned and drive the licensing of such works, to generate and collect monies from its use.
- Manages client relationships in territory assigned and handles general queries on aspects of relevant ECCO practices.
- Issues licenses to music users in the territory assigned in accordance with the terms and process stipulated in the Agent Contract.
- Invoice and collect monies due under licenses issued on behalf of ECCO and provide receipts for all monies received in a accordance with the terms and process stipulated in the Agent Contract



- Accurately update ECCO's database with details of all business transacted on behalf of ECCO (invoices, permits issued, deposits and monies collected) and provide the supporting documentation in accordance with the terms and process stipulated in the Agent Contract.
- Prepare monthly reports providing collective management activities, including licensees issued, updates on any infringements or other legal actions, client and music user feedback and relevant data and points of interest.
- Adhere to the monthly data submission requirements as stipulated in the terms and timelines of the Agent Contract.
- Assist with the dissemination of information to licensees and music users in territory assigned, on ECCO activities and programmes.

As an ideal candidate, you will be expected to have the following:

Knowledge & Experience

- Associate's degree or Diploma in related field.
- Prior experience as a Sales or Collective Management Agent or in related field.
- Strong knowledge of the business of music, collective management practices, music and copyright legislation.
- Competency in Microsoft applications including Word, Excel, Powerpoint
- Experience with administrative and clerical procedures.
- CoSis, BMAT user knowledge.

Skills & Abilities

- Excellent time management skills.
- Ability to maintain a positive, empathetic and professional attitude toward customers and clients at all times.
- Excellent written and verbal communication skills.
- Sound interpersonal and customer service skills.

Send application to:

Email: ecco@eccorights.org

Mail: Eastern Caribbean Collective Organization for Music Rights (ECCO) Inc,
P.O. Box CP5380, Castries, St Lucia. Attention: Human Resource

Deadline: Tuesday, April 24, 2018