



## Creative Sync Coordinator

Freelance/Contract (20-40 hrs/week)

[InStyle Music](#) is a full-service music licensing and publishing company. Founded in 2014, it has become a well trusted one-stop source for high quality indie artist songs, production music, and custom/bespoke music for Advertising, TV, Film, and social media.

InStyle Music works with some of the top independent artists and media composers in our industry. Our primary markets are Canada, US, and the UK. Additionally, we are represented in 28 key international territories by some stellar [partners](#).

### About the Job:

InStyle Music is looking for a dynamic **Creative Sync Coordinator** ready to inject new energy and creativity into our growing Artist Sync division. This is a freelance / contract position. Part-time (20 hrs/week) to start, preferably afternoons. With an expectation that the successful candidate will develop the role into a full-time position.

**Location:** Remote work. PST Time zone (Canada/US).

### Responsibilities include:

- Curate custom playlists in response to client music searches / briefs.
- Research, collect, and organize information on upcoming projects and schedules from music supervisors, trailer houses, ad agencies, production companies, etc.
- Curate custom playlists to pitch to those upcoming sync opportunities.
- Outreach and network with music department colleagues at film studios, television networks, music supervisors, ad agencies, and trailer houses.
- Track projects, customer interactions, and placements.
- Draft internal briefs for our artists based on current client needs.
- Evaluate incoming music from our artists and new artist submissions.
- When possible, attend in-person or virtual events with industry colleagues.
- Assist with the drafting and sending of marketing blasts.

**Qualifications/Experience:**

- Some college education in Music or Music Business preferred.
- 3+ years experience in a similar role with a Label, Publisher, or Sync Agency.

**Skills/Knowledge:**

- Excellent knowledge of multiple music genres, eras, and current use in media.
- Good computer skills including the use of remote collaboration tools.
- Experience using Source Audio, DISCO, Google Docs, ASANA, Mailchimp.
- Experience with CRM and managing / tracking several projects at time.

**The ideal candidate must have:**

- Existing relationships with Music Supervisors, Ad Agencies, Production Companies, and other industry clients.
- Excellent communication, interpersonal, and organizational skills.
- A strong work ethic, be self-motivated and enthusiastic.
- Passion for music and the support / promotion of independent artists.
- The ability to respond quickly to urgent searches with focus and attention to detail.
- Excellent time management skills, and a professional demeanor.
- Creative thinking and problem-solving abilities.
- A solid understanding of the sync licensing process.

**Compensation:**

Negotiable hourly rate and option for commission.

**How to Apply:**

Applicants may submit a resume and cover letter to [jobs@instylemusic.com](mailto:jobs@instylemusic.com)