

# CAREER OPPORTUNITY

## ICMP Partnerships & Projects Coordinator

### ABOUT ICMP

ICMP is the global trade body representing the music publishing industry worldwide.

ICMP's membership spans the 'Majors', several hundred 'Indies' and 80 national associations across 6 continents. We defend the rights surrounding approximately 90% of the world's commercially released music – more than 150 million music tracks, of more than 5,000 genres.

Our members invest, create and innovate to bring the world's music to an audience of billions, via every format – including digital streamed audio and video, TV, radio, cinema, gaming, live performance and more.

Among ICMP's missions are to defend the value and copyrights of the world's music; advocate to international institutions; consolidate global positions on music industry issues; provide an expert international network and realise an optimum environment for music to thrive.

### ROLE OUTLINE

The successful applicant will have the opportunity to work in a dynamic, fast-paced and global trade body, one which works with many international institutions and companies on issues which are complex, fascinating and high-profile. The role is based in our Brussels office, with a global remit.

### ROLE'S MAIN RESPONSIBILITIES

- Supporting ICMP's management to plan and deliver best-in-class events, projects and partnerships with high-level parties.
- Supporting ICMP's work with international institutions and governments to ensure our members' issues are front of mind. This can range from supporting our Comms work to delivering our events.
- Engaging with prominent organisations and creative sector companies to increase ICMP's international cooperation with them and their profile with ICMP e.g. via our ICMP Partnership Programmes.
- Developing a high-level network.
- Supporting our industry research on international music sector market issues.
- Regularly engaging with ICMP's national, regional, global and commercial membership structures.

## REQUIRED ACADEMIC QUALIFICATIONS

- 🎧 An internationally recognised Bachelor (BA) degree in a relevant discipline e.g. business studies; communications; digital marketing; event management or relevant other.
- 🎧 Post-graduate (or academic points equivalent) qualification in similarly relevant areas is an advantage.

## PROFESSIONAL SKILLS

The successful applicant will have:

- 🎧 A love for making a difference, the smarts to work with a team on how, the determination to complete.
- 🎧 A minimum of 3 years' professional experience working in a relevant company, industry association, international institution or organisation.
- 🎧 An uncompromising eye for detail.
- 🎧 The highest standards of discretion and confidentiality.
- 🎧 A high level of initiative, with proven experience of leading implementation of projects to completion.
- 🎧 Experience and accuracy in working with numbers and financial documentation e.g. budget plans, invoicing, VAT issues or ticketing.
- 🎧 Skilled in relevant office communications software. Highly skilled in Excel.
- 🎧 Skilled in financial documentation e.g. budget and invoicing.
- 🎧 Skills in design programmes e.g. photoshop or Canva a competitive advantage.

## LANGUAGE & COMMUNICATION SKILLS

- 🎧 Exceptional communication skills – verbal and written - in English are paramount. Proficiency in other languages would be a competitive advantage (particularly French, Chinese or German).
- 🎧 Appreciation for etiquette. Adept in communicating with high-level government.
- 🎧 A gift for understanding complex issues, then conveying them with clarity and impact.

## INITIAL OUTLINE OF TERMS

- 🎧 Package negotiable based on experience.
- 🎧 Prospects for career progression and promotion within a top industry association.
- 🎧 Travel required on occasion (sometimes at short notice; both short and long distance).

## HOW TO APPLY

Submit:

- 🎧 Your professional CV (max. 2 pages; in .PDF format) and;
- 🎧 A cover letter (max. 2 pages; in .Doc format)

Subject line: 'Application: ICMP Partnerships & Projects Coordinator' to: [recruitment@icmpmusic.com](mailto:recruitment@icmpmusic.com) Deadline for receipt: Friday 28 November 2025, 2pm CET. N.B. The role may be secured before this date, therefore early application highly recommended. Due to the volume of applications, we ask for understanding that only shortlisted applicants will be contacted.

