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Thank you for your interest in working with Christian Copyright Licensing International (CCLI). We are currently recruiting for a Survey Researcher to join our busy European Copyright Department.

CCLI provides the Christian community with simple, affordable solutions to complex copyright issues. CCLI's main service is in the provision of the Church Copyright Licence (CCL) and Music Reproduction Licence (MRL), which permit churches and schools to reproduce songs for use within Christian worship. CCLI also provides access to thousands of songs via SongSelect®, and acts as an agent to the church for UK agencies including CLA, PRS for Music, MCPS and PPL.

Having begun its copyright licensing service in the United States in October 1988, CCLI extended that service to European churches in 1991. CCLI is an independent corporation, based in Portland, Oregon USA.

Within Europe, CCLI operates from its headquarters in Eastbourne where over 40 people work together with staff in offices across Europe, to administer 89,000 licences in Belgium, Denmark, Eire, Finland, Germany, Iceland, Luxembourg, the Netherlands, Norway, Sweden, Switzerland and the UK.

CCLI also licences in Australia, Brazil, Canada, New Zealand, Singapore, Southern Africa & the United States.

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Registered Office: Chantry House, 22 Upperton Road, Eastbourne BN21 1BF

Copyright Department

The Copyright Department's primary responsibilities are to ensure that intellectual property (IP) registered with CCLI through the European office is correctly represented to the public in all CCLI regions, and that accurate royalties and earnings are distributed to the owners of intellectual property based on usage reported within the European region.

The Copyright Department currently employs 14 people. A project to replace our existing copyright database is underway and we anticipate that a new database will be introduced during 2010.

Survey Researcher

CCLI licence holders are provided with information on the songs and songbooks covered by their licences, and are required to submit an annual "Copy Report" to CCLI containing all the songs and songbooks which they've used under the terms of their licences. The Survey Researcher's main responsibilities are to create and maintain the song and songbook data provided in CCLI's Copy Report, and to analyse and accurately process the Copy Reports submitted.

Principal duties include:

European Copy Reporting

- receives, registers & files Copy Reports for CCLI and other agency licences
- researches Copy Reports to identify & credit the correct CCLI data files for the songs reported in English and other languages (currently Danish, Dutch, Finnish, German, Norwegian and Swedish)
- understands differences in copyright law and correctly applies different territorial rules as applicable for processing copy reporting
- contacts licence holders as required to confirm correct song and songbook data has been reported

European Copy Reporting Methods

- researches and records song-to-product relationships
- prepares data for public display (eg disambiguates song and songbook titles)

Song & Songbook Data

- adds lyrics for purposes of research and public display of data
- identifies ownership discrepancies between data as published and as registered on CCLI's database

Key competencies:

- *Accuracy* Ensures usage data is accurately recorded so that CCLI distributes royalties correctly. Ensures data presented to the public is accurate and unambiguous.
- *Effectiveness* Manages time effectively and understands departmental priorities. Balances speed and accuracy to achieve departmental standards.
- *Understanding* Analyses data and applies policies and procedures to ensure data is managed correctly.

Further Information

This is a full-time position based in CCLI's European office in Eastbourne. A flexitime scheme is currently in operation. A 3-month probationary period applies.

For further information, please contact Jennifer Oldroyd on 01323 436141 or email jobs@ccli.co.uk.

To apply, please send your completed application form and supplement, together with your CV, if available, in an envelope marked "Confidential" to:

Jennifer Oldroyd, CCLI Chantry House, 22 Upperton Road, Eastbourne BN21 1BF