



Example of Licensing Coordinator Job Description

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Our company is growing rapidly and is hiring for a licensing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for licensing coordinator

- Submitting all business and strategy justifications to the Licensing Manager for evaluation prior to submission
- Assist in communicating current and upcoming licensed products, promotions and marketing internally, with other offices and with our licensees, and international agents
- Developing marketing materials, promotional events, and licensing presentations that support strategic direction and goals
- Ensuring that monthly reports are received from licensees and that all requested information is being provided
- Assisting with the compilation of data for internal reporting, including unit sales, product development information, and any other licensing updates on a monthly basis that can be rolled up into comprehensive quarterly reports
- Assisting with annual budgeting, financial planning & development and implementation of strategic licensing plans to hit revenue targets, grow the licensing business & incremental revenue potential
- Preparing overall marketing plans for identified categories and territories and manage the implementation of these plans through the licensees
- Fulfill department orders
- Field miscellaneous requests from the website
- Uploading assets into system

Qualifications for licensing coordinator

- Strong baseball acumen
- Interest in licensing / product-management
- Able to work well in a team environment with various internal organizations (such as creative development, marketing, legal, royalty accounting, and international Blizzard teams)
- Minimum of 1 -2 years of synch licensing experience at a record label, music publishing company, media/entertainment company, or licensing agency
- Work with the CPO, Sr