



# Example of Licensing Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of 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

- Assists with the development and periodic review of all Compliance folders
- Orients newly registered representatives, Fingerprints, U4 filing, RegEd, complete disclosure documents, compliance file set up
- Establish Daily Priorities of pitches and projects
- Follow up to ensure timely delivery of pitches
- Coordinating tracking of each pitch opportunity
- Reach out to labels for approval of terms
- Administer approvals for each pitch
- Communication with clients to review all pitches and confirm terms for all tracks
- Wrap pitches
- Assist in fulfilling direct request of specific tracks from production companies

## Qualifications for licensing coordinator

- Basic knowledge of web development, photoshop, and social media functionality a plus
- Ability to manage projects that involve multiple Showtime departments and business partners
- Strong organizational skills and excellent verbal and written communication skills are required
- Clearance experience preferred
- Excellent communication skills including internet and email

