

Publishing Manager

Job information	
Job title	Publishing Manager
Location	UK-wide. Depending on location either fully remote home working, or hybrid-working (home office and office-based) when close proximity to Sing Up's Gateshead office.
Contract type	Permanent
Hours of work	Full time – 37.5 hours p/w (with flexibility to work 0.8, 30 hours per week by discussion). Generally within office hours, with some occasional evening and weekend work.
Salary	The full time equivalent salary for this post is £40,000 per annum.

Position in organisation	
Department and team	Learning
Reports to	Head of Publishing
Works in conjunction with	Head of Learning, Partnership Manager, Digital Learning Manager, Marketing & Communications Manager, Editors, Operations team, and external partners
Budget accountability	Contributes to the management of Learning Team spend within agreed budgets.

Overall purpose of the job
Working closely with the Head of Publishing and Head of Learning, the Publishing Manager translates publishing/content strategy and standards into effective delivery plans, workflows, and outputs, ensuring content is high-quality, consistent, and delivered efficiently from commissioning to publication. The role takes operational responsibility for the application of editorial standards and quality assurance processes across all outputs, acting as final sign-off for the majority of published materials. The role requires: • A strong understanding of music publishing processes, notation, audio and audio-visual production, and copyright/licensing, ensuring these elements are effectively integrated into delivery. • A combination of operational delivery expertise and practical knowledge of music publishing, enabling effective coordination of specialist contributors to produce high-quality outputs.

Main duties and responsibilities
1. Delivery planning and coordination • Manage the end-to-end delivery of learning and publishing activity.

- Translate strategic priorities into delivery plans, schedules, and timelines.
- Coordinate content production across:
 - Song commissioning, arrangements, and audio/audio-visual recordings.
 - Notation, transcription, and score production.
 - Text-based and additional teaching resources/support materials.
 - Editorial and digital publishing.
- Ensure clear sequencing of work and alignment across outputs.

2. Operational management and workflow

- Determine and implement the meetings, workflows, and touchpoints required for effective production and delivery.
- Lead production/delivery meetings and ensure clear actions, ownership, and follow-through.
- Maintain oversight of content pipelines and production status.
- Ensure smooth handover between roles (i.e. external partners → Editor → Digital team etc.)
- Identify opportunities to improve delivery processes, workflows, and efficiency.
- Support the ongoing development of systems and tools that improve production.

3. Contracts and licensing

- Support the effective implementation of rights, licensing, and royalty processes, ensuring that publishing activity is compliant and aligned with agreed agreements.
- Assist with administering contractual paperwork, as directed by the Head of Publishing, using Sing Up's templates, liaising with contributors and partners regarding licences and paperwork.
- Contributing to the maintenance of the Contracts Log, keeping details up to date. Proper archiving of contracts and related documents.
- Ensure content delivery aligns with licensing agreements, rights restrictions and usage terms, flagging risks or inconsistencies.

4. Editorial delivery, quality assurance and support

- Take operational responsibility for the consistent application of editorial standards across all published content.
- Act as final editorial sign-off for the majority of published materials, ensuring content meets agreed standards for accuracy, consistency, usability and fitness for purpose.
- Ensure content is ready for editorial review and publication, applying editorial judgement to resolve issues while balancing quality and delivery timelines.
- Ensure alignment between notation, audio, audio-visual and teaching materials, identifying and resolving discrepancies across formats.
- Apply knowledge of music publishing processes, including notation, transcription, audio and audio-visual production, to review content readiness and provide targeted editorial support where required.
- Monitor quality across outputs, identifying risks, recurring issues and opportunities for continuous improvement in publishing standards and processes.
- Support the resolution of delivery issues, capacity shortfalls and editorial challenges to ensure publishing workflows operate effectively.
- Escalate complex, high-risk or sensitive issues to the Head of Publishing as appropriate.

5. Monitoring progress and capacity risk

- Monitor delivery progress against plans.
- Identify and manage capacity constraints and delivery risks.
- Escalate issues appropriately to Head of Publishing and Head of Learning.
- Adjust timelines and priorities where required to maintain delivery.

6. External coordination and partnerships

- Liaise with external freelance contributors/contractors to ensure alignment of timelines and outputs.
- Ensure externally commissioned content meets Sing Up's musical, pedagogical, and publishing standards.
- Coordinate delivery of co-creation projects with external partners.
- Ensure external contributions are integrated into internal workflows.

7. Cross-team collaboration

- Work closely with the Digital Learning Manager to align content delivery with digital publishing requirements.
- Liaise with the Marketing & Communications Manager to align content delivery with campaign timelines and priorities.
- Collaborate with the Operations team where delivery impacts platform or technical work, or regarding data supply/requirements.

8. Other

- Undertake other reasonable duties as required by the Senior Management Team.
- Work flexibly across the organisation as part of a small team.
- Contribute to organisational learning and continuous improvement.

Knowledge, experience and skills required to do job

Essential

- Strong musical background (degree or equivalent) with understanding of music publishing, notation, audio, and audio-visual production workflows.
- Demonstrable understanding of editorial and production workflows, with experience supporting or working alongside editorial processes in music and/or educational publishing.
- Demonstrable experience of delivering music publishing or music education content projects, including coordination of commissioning, editorial, and production processes. Understanding of the end-to-end music content lifecycle, including commissioning, arrangement, notation, recording, and publication.
- Excellent aural skills and musical knowledge.
- Experience of working in Sibelius software and knowledge of notation practice.
- Strong organisational and planning skills.
- Experience coordinating work across multiple stakeholders.
- Ability to manage timelines, priorities, and competing demands.
- Strong written and oral communication and facilitation skills (meetings, stakeholders).

- Problem-solving skills and ability to manage risk.
- Significant experience of managing 3rd party suppliers, including providing support and guidance to a broad range of contributors.
- Excellent interpersonal skills.

Desirable

- Experience of design and Adobe software packages.
- Text editorial experience.
- Knowledge of a wide range of songs and repertoire for choirs/vocal groups across diverse styles, and ages of singers.
- Keyboard skills and sight-reading ability.

We don't necessarily expect applicants to come with all these skills, knowledge and experience, but the willingness and aptitude to develop them is essential.

Please note that the successful applicant for this post may require a Disclosure and Barring Service (DBS) check. This is due to the fact that the post may have access to children. Further information is available from <https://www.gov.uk/criminal-record-checks-apply-role>.

Benefits

- Generous annual leave entitlement of 25 days plus bank holidays. In addition, the Sing Up office is normally closed between Christmas and New Year, so, at the discretion of the CEO you will receive an additional number of days off during this period, which will not be taken from your leave allocation. All this can amount to around 38 days leave each year.
- Pension scheme, a great way to save for your retirement and allows you to benefit from employer contributions and tax advantages.
- Life Assurance & Critical Illness scheme providing a varying lump sum benefit in the event of death, a diagnosis of a predefined critical condition which makes it impossible for you to continue work, a diagnosis of your child suffering from one of the insured illnesses.
- Travel loan scheme to help you save on your travel costs when you are working from our Sing Up Gateshead office.
- Flexible working, including flexi-time, time off in lieu, home-working, and more to support a healthy work-life balance, offering as much flexibility as possible considering the requirements of the role.
- Employee Assistance Programme offering confidential support for mental health, wellbeing, and personal challenges, including counselling, legal advice, and financial guidance.
- Professional development and learning where you will be supported in developing your skills and knowledge.
- A supportive team and company who are deeply mission-driven and passionate about Sing Up's wider purpose. Find out more here: <https://www.singup.org/about-us>.