JACQUELINE R. POST

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BEATBREAD; New York, NY

Publishing Consultant [2025-present]

- Help build the foundation for a scalable publishing business at beatBread.
- Strategize solutions across sales, underwriting, and operations so beatBread can close faster and more competitively.
- Attend weekly sales and deal review meetings.
- Advise on management of relationship with third party administrator to ensure that objectives are clearly delivered on (i.e., song registrations and administration).

CONNECTION MUSIC PUBLISHING (a division of Glassnote Music Group); New York, NY

Head of Publishing [2021-2025]

- Assembled a roster of top talent from scratch; continually worked to sign, develop and grow songwriters' careers.
- Accountable for all facets of company success dedicated to song placement and administration.
- Managed relationship with third party administrator to ensure that our client objectives are clearly delivered on (i.e., song registrations and administration, creative and sync opportunities).
- Strategized creative collaborations, co-writing opportunities, sync licensing and A&R.
- Built and supervised a small team responsible for the administration, A&R, sync licensing and promotion of the company's catalog of musical works.
- Attended daily A&R and Marketing meetings.

KOBALT MUSIC PUBLISHING; New York, NY

Senior Director, US Business Development [2018-2020]
Director, US Business Development [2013-2018]

- Identified prospective clients and catalogs using personal network and wider industry connections and attending industry events.
- Generated leads for new business opportunities, partnerships and acquisitions.
- Managed deal cycle from initial contact through negotiation and agreement signature, with support from wider business if necessary.
- Worked closely with Client Services team to ensure that client service objectives were clearly set and delivered on, while maintaining own client relationships, coordinating high level service.
- Developed ways to monitor progress, monetary value and status of own business leads, delivered reports to CEO and wider business as required.

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Director, Client Relations [2008-2013]

- Ensured that Kobalt had all relevant information concerning compositions prior to signing new agreements.
- Processed new client agreements and coordinated input of scheduledcompositions.
- Acted as primary administrative point of contact for questions from Kobalt clients and for any internal queries relating to those clients.
- Developed and maintained a thorough understanding of all areas of Kobalt's internal computer system and programs and all areas of Kobalt's business in order to effectively respond to client issues (including royalties, royalty tracking, work registrations, duplicate claims, song disputes, legal matters).
- Coordinated investigations into client issues with relevant members of Kobalt's global staff.

BMG MUSIC PUBLISHING; New York, NY
Associate Director – Business & Legal Affairs [2004-2007]

- Prepared amendments to contracts and cease & desist letters in connection with various production music matters.
- Calculated option advances, tracked options for BMG, Zomba & Brentwood Benson rosters.
- Prepared periodic contract statuses and monthly advance reports for senior management.
- Liaised with copyright, licensing & A&R departments to determine fulfillment of contractual obligations.
- Responded to inquiries from attorneys, managers & songwriter representatives relating to contractual obligations of songwriters/artists.
- Analyzed & summarized music publishing agreements for global contract summary database.
- Handled client setup in global database of all new clients.
- Maintained updates of client information for purposes of payment, approvals and various correspondence.

SONY/ATV MUSIC PUBLISHING; New York, NY
Manager – Business Affairs [1997-2003]

- Established and maintained strong business relationships – from entry level staff to clients to senior management.
- Interacted with outside attorneys, artist managers and other songwriter representatives.
- Answered questions from other departments related to contractual obligations of songwriters/artists.
- Analyzed and summarized provisions of music publishing agreements for contract summaries.
- Prepared advance payments/letters, calculated option advances, maintained option schedule options for Sony/ATV US roster.

Executive Assistant to V.P. of Business Affairs [1994-1997]

BROADCAST MUSIC, INC. (BMI); New York, NY
Assistant to the Vice President – Writer/Publisher Relations [1994]

Senior Researcher [1993-94]

HOFSTRA UNIVERSITY; Hempstead, NY B.B.A. Degree in Management

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); Google Workspace (Gmail, Docs, Sheets, Drive); Communication/Collaboration Tools (Zoom, Slack, Teams); CRM/Specialized Software (Salesforce, Hubspot); AS400; Chartmetric; Soundscan; internal company software, all social media platforms