



Candidate Information Pack

Data & Product Executive (Retail)
Schott Music Retail Department, London

July 2025

About Schott



Founded by Bernhard Schott in Mainz in 1770, the **Schott Music Group** today ranks among the leading music and media publishers in the world. Alongside the core music publishing business, Schott also operates a record label, book and magazine department, printing company and a large distribution warehouse dealing with both the hire and sale of sheet music. Its head office is located in Mainz, Germany with principal offices in London, New York and Tokyo.

Schott Music's London office was founded in 1835 and moved from premises on Regent Street to the current location on Great Marlborough Street in 1909. Early publishing success included works by Edward Elgar and Percy Grainger, but it was with Sir Michael Tippett that the profile of the London contemporary catalogue was established. Alexander Goehr and Peter Maxwell Davies signed with Schott Music in the '50s, and the catalogue has continued to expand to the present day.

Schott Music London is the music retail shop located at 48 Great Marlborough Street. Selling digital and physical sheet music from all major publishers along with instruments, musical accessories, and gifts both in store and online through the website. Unique to Schott Music London are the seven practice rooms, available for hire by students, amateur musicians, professionals and teachers.

More information is available at www.schottmusiclondon.com

Job Description

Job Title

Data & Product Executive (Retail)

Department

Schott Music Retail Department

Reports To

Director and the Retail Manager

Pay

Starting salary: £ 26,000



Job Description

Job Overview

An exciting opportunity to work across a variety of different areas, critical to the smooth running of the Retail Department, including Customer Support, Data Management, Purchasing, Accounting Support and Marketing. We are looking for a proactive and creative candidate to join our team in this dynamic new role.

The Data & Product Executive (Retail) will support the Retail Manager in the smooth running of the department through effective data, product and administrative work.

Job Context

The Schott Music Retail Department in London, is a key part of the Schott Music Group, and sells digital and physical sheet music from all major publishers in the retail store and online. It engages closely with the Marketing and Accounts departments to maintain a smooth and effective retail business.

The Schott Music Retail Department – London, comprises: Retail Manager, Deputy Manager and Retail Assistants

Job Description

Main Responsibilities:

- **Data Management** – working to ensure product data is created, updated and uploaded to internal data bases and website feed.
- **Webshop** – ensuring web orders are processed and dispatched daily to ensure customer satisfaction and responding to online customer queries. Working closely with the Marketing Department to create website content, blogs and run promotions to improve the webshop and increase its profitability.
- **Accounting Support** – assist with the accounting of the retail business by effectively balancing the till reports from previous days and supplying the information to the Accounts Department.
- **Purchasing** – working closely with the Retail Manager to plan and ensure the Retail Department is stocked sufficiently and customer orders are obtained from suppliers without delay.
- **Shop Cover** – to assist in the running of the retail department and to cover colleagues when required.
- **General** – to carry out any other duties within the scope, spirit and purpose of the job as required by the Company.

Person Specification

We're looking for someone who has:

- Knowledge and a keen interest in classical music and music education
- High level of computer literacy, an analytical mind and an interest in online and digital sales
- Previous retail sales and/or marketing experience an advantage
- Familiarity with printed and digital sheet music products
- Good verbal and written communication skills

More About the Role



Location

48 Great Marlborough Street, London W1F 7BB

Place of work

This position is based at our London Retail Shop and Offices.
The regular hours of work are Monday to Friday, 9am - 5pm.

Holiday entitlement

25 days plus public holidays

Please note

You must have the right to work in the UK

How to Apply

To apply, please send your CV and a one-page covering letter, or audio/video equivalent, explaining why you are a good fit for the position to: jobs@schott-music.com

Recruitment Timetable

Application deadline

Monday 11th August 2025

Unfortunately we cannot respond to every application, however successfully shortlisted candidates will be contacted as soon as possible after this date.

Interviews

Initial interviews with shortlisted candidates will be held during the week beginning Tuesday 26th August 2025

Starting date

October, subject to availability

Equality, Diversity and Inclusion

Schott Music is fully committed to diversity and inclusion. We strive to build a team that represents a wide variety of backgrounds, perspectives, and skills, and wish to minimise barriers to the widest possible range of applicants. We warmly welcome applications from all backgrounds, particularly those from lower socio-economic backgrounds, LGBTQIA+ communities, and people with disabilities.

Please note that this job description is for guidance only and does not form part of the contract of employment.

Contact info

If you have questions or would like to have an informal discussion about this position please contact: jobs@schott-music.com