

General

What is my job ?

In most cases, as a member of the music team you will be working together with the client team (music supervisors, music project managers).

The most important rule is to take over **RESPONSIBILITY** for the tasks you are doing/assigned to do. Other team members are relying on your contribution, they trust that you deliver what is expected. Always keep the desired **RESULT** in mind. It's the result that counts, not the activity.

No matter, if you are working with a team colleague or directly deliver to a client, always apply the responsibility and diligence as if it would be your client. Treat a playlist as if it would be you sending it out.

Confidentiality

Confidentiality is of utmost importance in all client projects. In almost all cases we are bound to confidentiality agreements with severe penalties.

With that being said:

- Do not use the brand, client or product in the title of playlists, projects or anything similar. That refers to lists on tracksandfields.com, but even more on Spotify and other services.
- When doing external music research, also do not use Tracks & Fields or similar as username (as competitors could track it)
- Do not use cloud services (e.g. Google docs)
- Do not use any confidential information in e.g. Deepl translation or other web services (e.g. file conversion), as this will be stored and even be searchable by Google search in most cases. When you need to translate stuff, make sure to anonymize all confidential information (brand, product, etc) before
- Do not mention confidential information (e.g. brand, client or product) when approaching rights holders with regards to projects. If they insists, check with one of your colleagues first