



Art UK Copyright Officer Sculpture project post

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives?

We're looking for a Copyright Officer to join our friendly and dedicated team. In this role you will manage copyright and rights management for the Art UK sculpture project.

About Art UK

Art UK is a cultural education charity on a mission to make the art in UK public collections accessible to everyone, for enjoyment, learning and research. We enable global audiences to learn about the nation's art collection by digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art, both online and offline.

Originally focused on oil paintings, our scope has recently widened to include prints, drawings, watercolours and, most recently, sculpture. We are currently documenting and digitising the nation's sculptures – both in collections and in public spaces. This exciting project has major funding from the Heritage Lottery Fund and is due to be completed in 2020.

We play a major role supporting public art collections by improving their accessibility and sustainability. Although we are a relatively small charity, our platform is shared by over 3,250 UK art collections and over two million people use our website each year. No other country in the world has a resource like Art UK.

Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit artuk.org.

About you

You will have previous experience working with copyright in relation to images and artworks, rights clearance processes, and recording accurate rights and licensing information within a database.

As Copyright Officer you will work within our Copyright and Licensing team to carry out copyright holder searches to seek permissions and agreements in support of the Art UK Sculpture project. You will have strong research skills, be a good problem solver and have excellent communication and organisational skills.

You will work accurately within Art UK's bespoke CMS, updating information about artwork copyright, detailed rights holder searches, reproduction permissions and licences.

Key responsibilities

- Research, trace and negotiate with artwork rights holders
- Communicate effectively with rights holders about the Art UK project, Art UK image reproduction agreements and licence options through written form and over the telephone
- Work accurately within Art UK's bespoke CMS, accurately updating information about copyright, detailed rights holder searches, reproduction permissions and licences
- Provide detailed reporting on rights workflows and status of clearances to Head of Copyright and Licensing
- Communicate effectively with colleagues, actively participating in team meetings and adhering to project workflows using Trello and Google Drive documents and spreadsheets

Necessary skills

- Essential: Practical experience of working with rights clearance and research
- Essential: Strong communication and negotiation skills
- Essential: Experience using Collections Management Systems
- Essential: A clear understanding of copyright and licensing pertaining to artworks
- Essential: Excellent IT skills (including Microsoft Office, particularly Excel)
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Ability to coordinate a multitude of tasks
- Desirable: A good understanding about Creative Commons licences
- Desirable: A good understanding of data protection law
- Desirable: Interest in art and awareness of Art UK collections

Contract terms and benefits

- Full-time temporary post to December 2020
- Salary £25,000 per annum
- Three-month probationary period
- One-month termination clause
- Five weeks annual leave plus English Bank Holidays (pro rata)
- Based at the Art UK Head Office in central London

Application

To apply, please send your CV, covering letter and a completed Equality, Diversity and Inclusion Monitoring form to recruitment@artuk.org by 9am on Monday 20th January 2020. Equality, Diversity and Inclusion forms can be downloaded from our website www.artuk.org/about/jobs.

Interviews will include a short test and will be held in London on Tuesday 4th February 2020. If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from job applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) any and all references to protected characteristics, names of educational institutions and indications of political affiliations.