



Welcome to the nation's art

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's mission is to open up art in public collections for enjoyment, learning and research. We do this through digitising the nation's art so it can be shared by everyone. Our website was launched in 2016 and already includes over 200,000 artworks from 3,200 collections up and down the country. Around 40,000 artists are represented so far. Originally focused on oil paintings, our scope has recently widened to include prints, drawings and watercolours.

Our current major project is 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.

In addition to digitising artworks, we tell the stories behind the art and artists – from the Old Masters to the forgotten and neglected. Through this work, and collaborating with partners across the sector, we engage a variety of audiences with the cultural heritage that they own.

A key focus over the next few years will be growing our online learning resources to share with young audiences, and growing our commercial platform in order to generate revenue for participating collections and Art UK.

By giving all public collections across the UK a shared digital platform, we allow them to showcase their artworks to audiences in the UK and to the wider world.

Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (109685). 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 licences in support of the Art UK Sculpture project. You will have strong research skills, be a good problem solver and have excellent organisational skills.

You will work with the Art UK database and the Art UK Permissions Portal. The Permissions Portal is an online interface that allows collections, artists and artist's estates represented on Art UK to update their Art UK image reproduction agreements. The Portal also provides the platform for a variety of other licence options such as Creative Commons licences, BBC permissions and commercial licences.

Key responsibilities

- Research, trace and negotiate with artwork rights holders
- Communicate effectively with rights holders about Art UK image reproduction agreements and licence options
- Provide email invitations, project information and support to rights holders who are accessing the Permissions Portal
- 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 other Sculpture project team members by 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 of content management systems
- Essential: A clear understanding of copyright and licensing pertaining to artworks
- Essential: Good IT skills (including Microsoft Office packages)
- 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 May 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 CV and covering letter to aidan.mcneill@artuk.org by 9am on Tuesday 28th August 2018. First interviews will be held in London week commencing 3rd September, and the interview will include a short test.

If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.