



Welcome to the nation's art

Art UK Copyright and Licensing Officer

About Art UK

Art UK is a dynamic arts charity with a national and global reach. The charity's mission is to open up art in public collections for enjoyment, learning and research. We do this through digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art both online and offline.

Our work contributes to the promotion and sustainability of the UK cultural sector and facilitates collaboration between cultural organisations and local and national communities. Successful partnership and collaboration are hallmarks of our organisation.

The Art UK website gives all public collections across the UK a shared digital infrastructure to showcase their artworks to audiences at home and abroad. The site was launched in February 2016, replacing an earlier offering hosted in partnership with the BBC known as Your Paintings. The BBC remains Art UK's lead project partner in a relationship that goes back nine years. On the Art UK website there are over 200,000 artworks from 3,200 collection venues across the UK. This is the work of 38,000 artists. Collections are also able to upload pre-digitised watercolours and other works on paper.

Art UK Sculpture is a national project using digital and physical engagement to transform the way people access and learn about sculpture. Supported by a National Lottery grant, this highly ambitious initiative will digitise 170,000 sculptures from inside public collections and outdoors in the nation's parks, streets and squares and display them on the Art UK website.

For more information on Art UK please go to www.artuk.org

Role Description

With experience of rights clearance, image licensing and general copyright law in relation to digital images and artworks, you will be responsible for managing communications and negotiations with our collection contacts and artwork rights holders about Art UK image reproduction agreements and licences, using a variety of communication streams.

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. The successful candidate will be an important point of contact for participating public collections and rights holders, and so must have strong proven communications skills, both verbal and written.

An effective communicator, you will liaise closely with Art UK teams across the UK to coordinate effective IPR workflows for the HLF-funded sculpture project. You will assist with the development and delivery of project-specific training and support related to image rights, data protection and the promotion of best practice in rights management. This is an exciting opportunity to make your mark within an ambitious project and be an Art UK ambassador to a wide network of public art collections, artists and artist estates.

Key Responsibilities

- Communicate with collection and artist rights holders about image reproduction agreements and licence options
- Work accurately within Art UK's bespoke CMS, updating information about: artists, collections, contacts, licences, copyright, rights holder searches and permissions
- Provide email invitations, project information and support to collection and artist users who are accessing the Permissions Portal
- Monitor and report on the performance of the Art UK Permissions Portal
- Evaluate data exports and procure stats to improve records and the performance of the department
- Gain a solid understanding of Art UK's complex licencing framework
- Research, trace and negotiate with rights holders
- Work with, and provide support to, the Head of Copyright and Licensing
- Provide support to other departments with regards to copyright clearances, licences and contact updates

Necessary Skills

- Essential: High level of attention to detail
- Essential: Strong communication skills
- Essential: Practical experience in rights clearance
- Essential: A good knowledge of copyright law pertaining to images and artworks
- Essential: Good IT skills (including Microsoft Office)
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Ability to coordinate a multitude of tasks
- Desirable: Experience of content management systems
- Desirable: Experience of online publication and production
- 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

- Permanent contract
- Salary £27,000 per annum
- Three-month probationary period
- One-month termination clause
- Five weeks annual leave plus English Bank Holidays
- Based in Central London
- Start date as soon as possible

Application

Please send CV and covering letter to aidan.mcneill@artuk.org by 9am on Monday 5th March 2018. **Please state your earliest possible start date.** Shortlisted candidates will be interviewed in the following week. If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.