



Copyright and Licensing Officer

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 and Licensing Officer with excellent communication skills to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

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. Our recently launched schools learning portal makes all our learning resources easily searchable through one interface and links all UK schools to the national art collection.

Over 80% of the nation's art is not on public view, and until Art UK started its work much of this art had not been photographed. Our work is helping to radically change this, making what is publicly owned, publicly accessible – to anyone, anywhere. Originally focused on oil paintings, our scope has widened to include prints, drawings, watercolours, sculpture and photography.

We play a major role supporting public art collections by improving their accessibility and sustainability. Our platform currently shows 270,000 artworks by 50,000 artists, with new content being added each day. It is an ambitious collaboration between 3,300 institutions, making it one of the largest arts partnerships put together in the UK. Our innovative Art Detective initiative helps public collections solve mysteries behind their artworks and our Shop generates much needed commercial income for them. No other country in the world has a resource like Art UK.

About You

Working closely with the Head of Copyright and Licensing, you will provide copyright, licensing, policy and rights clearance support to ensure copyright and licensing related activities at Art UK are managed appropriately, accurately and risk is mitigated across all branches of the Art UK project.

With experience and knowledge of rights clearance, open access reuse, commercial 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 the Art UK project, image reproduction agreements and other licensing options using a variety of communication streams.

Licences, permissions, personal data, and related information, will be recorded and managed accurately and effectively within Art UK's SQL database (Qi). You will be responsible for adhering to complex workflows and policies, compiling reports and communicating effectively with Art UK teams that rely on image reuse rights to adhere to their own remits.

You will work daily with the Art UK database and Permissions Portal, Outlook, Google Docs, Excel, Word and Mailchimp. This role demands strong organisational skills with the ability to coordinate a multitude of tasks, a high level of attention and the ability to work to deadlines.

Key Responsibilities

- Manage communications, and negotiation with collection & artist rights holders about image reproduction agreements and licence options
- Draft letters, organise and monitor Mailchimp mailshots
- Provide email invitations, project information and support to collections and artists
- Work accurately within Art UK's bespoke CMS, updating information about: collection and artwork copyright contact users, rights holder communication, licences and permissions
- Working with, and providing support to the Head of Copyright and Licensing, on copyright and licence updates, database licence logic issues, collection contact updates, technical testing and agreement and policy updates
- Support Commercial, Learning and Content teams with copyright clearances and licence management
- Negotiate with collection and artwork copyright holders about the Art UK agreements, open access and commercial licences and record all processes and results accurately
- Liaise with Right Management organisations, such as DACS and Bridgeman Images in relation to commercial use of images in the Art UK Shop
- Evaluate data exports and procure stats to improve the department's performance and records
- Manage complex spreadsheets for copyright and licensing database audits and management reports
- Complete manual database updates related to copyright and licences
- Manage, monitor and report on the performance of the Art UK Permissions Portal
- Help manage the Copyright, Rights and Shop Licensing inboxes
- Provide copyright and licensing support to users and stakeholders of the Art UK website
- Support collections with copyright status reports and spreadsheets, and rights clearance requests
- Help develop and lead on the copyright team's contribution to the annual Art UK Summer Work Experience programme, providing basic copyright training and tasks
- Research, trace and negotiate with rights holders
- Data protection law awareness

Necessary Skills

- Essential: High level of attention to detail
- 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: Experience of online publication and production
- Desirable: Interest in art and awareness of Art UK collections

Contract terms and benefits

- Full time, permanent post
- Salary £28k per annum
- One-month termination clause
- 25 days annual leave plus English Bank Holidays
- Work from home, anywhere in UK

Application

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by 9am on Monday 20 September 2021. If you are experiencing issues downloading the document or require support in completing your form, please contact info@artuk.org.

Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on Tuesday 5 October 2021. If you have not heard from us within three 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 applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.

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.