

Rights & Reproductions Co-ordinator
Exhibitions Department
Up to £24,000, plus attractive benefits

About the Royal Academy of Arts

The Royal Academy of Arts (RA) is one of the UK's foremost arts institutions, best known for our programme of world-class exhibitions including *The Real Van Gogh*, *Anish Kapoor* and *David Hockney RA: A Bigger Picture*. Our vision is to be a clear, strong voice for art and artists. Our public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

About this role

We are looking for an experienced individual to co-ordinate image use and rights for individual exhibitions. This will involve obtaining images, clearing permissions and copyright from lenders and estates, negotiating prices, supplying high resolution scans and captions for exhibition purposes, and working closely with colleagues across the Academy.

Existing experience of image rights and reproduction and/or working in a picture library environment is essential, along with a demonstrable knowledge of copyright.

You will be team-orientated, with strong communication skills and an exceptional eye for detail. You must be computer literate, with knowledge of databases and experience of accurate data entry. Along with an understanding of print and design processes, you will demonstrate a genuine interest in the visual arts and architecture.

How to apply

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the ***How to Apply*** section of the Careers page on our website: <http://www.royalacademy.org.uk/careers-at-the-ra>.

Closing date for applications:	25 May 2015
Interviews to be held week commencing:	1 June 2015

JOB DESCRIPTION:

JOB TITLE: Rights & Reproductions Co-ordinator
DEPARTMENT: Exhibitions
REPORTS TO: Rights & Reproduction Manager

MAIN OBJECTIVES

- To obtain images, permissions and copyright from lenders and estates on behalf of departments across the RA
- To supply on request, transparencies, digital scans, images to departments across the RA for various purposes
- Advise on and ensure correct usage

MAIN DUTIES

Manage the following tasks for individual exhibitions:

1. With reference to Exhibition Managers and Curators, write to lenders to request colour images for non-commercial and commercial purposes; negotiate prices and required complementary copies; complete contracts for hiring and reproduction; chase for outstanding images
2. Clear copyright and permission from lenders, estates and relevant agencies
3. Input data on RAPID database from loan forms and photographic material; request top images and inputs to shared drive
4. Monitor quality of images with Publications team; arrange new photography if required; negotiate prices and copyright waiver with lenders or their photographer
5. Make up photographic image files: orientate images; scan into system; label images, and make available for reference and selection
6. Make colour copies for departments and indemnity purposes; supply Education, Publications, RA Magazine, Press & Marketing and other internal departments with photographic material, together with image and copyright credits for loans coming to exhibition
7. Check orientation and captions of images for exhibition catalogues and other publications
8. Obtain permission from lenders for photography and filming on Press Day; compile chart of restrictions and brief press and Academy staff on lenders' restrictions and conservation issues
9. Send complimentary copies of every publication reproduced to copyright estate; send list of catalogues and examples of products bearing reproduction to lenders, as requested
10. Return all photographic material to lenders, as required

11. Code and authorise all photographic invoices; contribute to departmental budget forecasts; supply information to Rights & Reproduction Manager, as requested
12. Answer external requests to reproduce works from previous Academy exhibitions; undertake necessary correspondence, forwards requests to lenders, etc.
13. Attend press day, exhibitions meetings and meetings with other departments, as requested.
14. Represent the department as appropriate at external events
15. Ensure health and safety of visitors and other staff in accordance with policies and procedures
16. Undertake any other duty which may reasonably be allocated by the Rights & Reproduction Manager, Head of Exhibitions Management or other senior officer

PERSON SPECIFICATION

KNOWLEDGE

- Good knowledge of copyright and related issues
- Familiarity with budgeting procedures
- Understanding of print and design processes
- Active interest in, and knowledge of, the visual arts and architecture

SKILLS

- First class communication and interpersonal skills, able to forge strong working relationships with multiple stake holders
- Ability to negotiate with tact and diplomacy whilst securing optimum rates
- Supremely well organised, able to prioritise work and meet differing deadlines
- Razor sharp eye for detail
- Computer literate (MS 2010 suite), with excellent data entry skills

EXPERIENCE

- Relevant, office-based experience, gained in a Rights and Reproduction or Picture Library environment within a visual arts organisation
- Experience of obtaining images clearing permissions and copyright, supplying transparencies scans and images to departments across an organisation

PERSONAL QUALITIES

- Confident and competent to take the initiative as well as, on occasion, joining and supporting initiatives of others
- Flexible and comfortable providing help and assistance across the different sections of the department
- Team player – prepared to adapt, share and build on others' ideas
- Methodical, systematic and orderly in approaches to work, systems and procedures