

COPYRIGHT MANAGER

London

The Copyright Manager will provide support to our global auction and Marketing departments, to ensure the proper clearance for images reproduced in sale print and digital catalogues, marketing materials and other related uses of images.

Duties and Responsibilities

- Obtain copyright clearance for copyright assets related to a sale
 - Obtain copyright clearance for marketing initiatives for auction, private selling exhibitions and eCommerce (Gallery One/NFT's and so on)
 - Act as main driver and liaison between the department and copyright holders, including proactive outreach to copyright holders to establish and maintain long-term relationships
 - Conduct daily follow up with copyright holders and key internal stakeholders on status of requests
 - Actively troubleshoot for copyright clearance issues (i.e. suggest alternative images)
 - Maintain database of copyright holders and specific restrictions
 - Identify areas of improvement and proactively suggest ways to streamline process
 - Negotiate copyright clearance fees
 - Track and monitor related copyright costs and eliminate overcharging and duplications to ensure accuracy and completeness for each specific project
 - Record and reconcile all image usage examples after each auction season or sale
 - Provide regular training to departments on best practices with regards to copyright
 - Other responsibilities as assigned by the line manager
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Professional Skills and Experience

- Familiarity with US, UK and Asian copyright/trademark law
 - Basic knowledge of copyright law in international jurisdictions is desirable
 - Familiarity with and passion for 20th Century Art and Design
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Education and Training

- Relevant degree is desirable – Art, Legal or Compliance based
 - Proficiency with Microsoft Office and Adobe product suites
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Personal Attributes

- Ability to project manage, working in partnership with key stakeholders
- Ability to recognise and anticipate copyright declines/potential image reproduction roadblocks based on previous experience and without extensive research
- Strong organisational skills, ability to prioritise effectively and successfully manage expectations

- Ability to work well with others across many departments and our international offices
 - Ability to self-start and efficiently complete tasks, with clear and regular follow up
 - Ability to work under pressure and against deadlines
 - Ability to work weekends and late nights during peak seasons
 - Willingness to receive feedback and instruction constructively
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Working Conditions

- Based in Berkeley Square, London
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Additional Info

Please submit your CV and cover letter to careerseurope@phillips.com. Please use the subject header 'Copyright Manager'.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.

To apply, please email your CV and cover letter to careerseurope@phillips.com, with the job title in the subject header.