

**Rights and Images Coordinator (Part Time) – Soane Museum Enterprises****Salary: £23,720 p.a. (£14,232 for 3 days a week)****Reporting to: Retail Buyer and Manager (and dotted line to Director of Commercial & Operations)**

Sir John Soane's Museum is the home of the great Regency architect Sir John Soane (1753 – 1837), and it displays his collection of antiquities, furniture, models and paintings arranged as they were at the time of his death. In addition, it preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the 'supreme example of the house-museum in the world' and remains an iconic inspiration for architects, artists and designers.

As a national museum, we are committed to being a source of knowledge and inspiration. Through our unique context of being the former home of a great architect, collector and educator, we aim to stimulate the world's highest standards of creativity, research and learning.

A high performing Soane Museum Enterprises team is vital to ensure the Museum becomes more self-sufficient by increasing commercial income year by year.

Picture Library sales, image, and brand licensing as well as Ecommerce are an important part of SME income. The Picture Library is a valuable academic, publishing and licensing role for other institutions. The Rights and Images Coordinator will assist the team in SME in exceeding Commercial targets for the Museum from commercial activities. It supports all the image requirements across SME including marketing and product photography for Ecommerce, as well as supporting image research for product development.

The role will facilitate the processing of commercial and other image requests and will also include re-sizing, cropping, and cutting out images using InDesign or similar software. This will be an excellent opportunity for someone looking for a flexible role to gain experience in how image libraries operate and gain relevant administration experience.

This role would suit someone who is reliable, creative and flexible. You should have a keen interest in Museum collections and the ways in which they can be used in the wider world both academically, artistically, and commercially.

**The role**

- Fielding enquiries to the Picture Library email box in a timely and efficient manner
- Providing quotations for varying levels of image licensing requirements
- Raising invoices for Picture Library clients and ensuring payments are made
- Helping to fulfil image permission rights requests
- Working with colleagues in Curatorial and the Library to scan and digitise images that are not already available, upon request
- Liaising with the Director of Commercial & Operations on any unusual or contentious

requests

- When required re-size, crop, cut-out or alter images in InDesign or similar software (training can be provided if needed)
- Supporting brand licensing and licensing invoices
- Photography for Ecommerce, marketing and product development

### **Person Specification**

- Experience of image clearance and management
- Photography, editing and copyright skills
- Comfortable with invoicing and monitoring income databases
- Excel skills are essential
- An ability to work well when following specific instructions
- An ability to be flexible and respond to the unexpected
- Reliability
- An understanding of the commercial imperatives around image supply
- Experience in a customer service orientated role
- A thoughtful and patient approach to dealing with the public
- An interest in the collection of Sir John Soane

### **Salary Information and benefits**

- Permanent Contract
- 21 hours per week comprised of three full working days, days to be determined.
- Occasional weekend day in support of the front of house team for which time-off in lieu (TOIL) is given.
- Hybrid working allows for working from home 1 day a week after the completion of probation.
- Nest pension scheme
- Salary: £23,720 FTE pa. £14,232 for 3 days a week.

### **How to apply**

If you are interested in applying for this role, please email your CV to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk) with a covering letter detailing how your skills and experience meet the person specification. Please include the details of 2 referees.

**Closing date for applications:** Wednesday 24 May 2023

**Interviews:** Thursday 8 June 2023

Sir John Soane's Museum is an equal opportunities employer committed to equality, diversity and inclusion and welcomes applications from all backgrounds.