**Role Title: Sound Hub Rights Officer**

**Reporting to: Sound Hub Project Manager**

**Salary:** **Pay Point E - £24,582** **(pro rata)**

**Role purpose**

The aim of this role is to enable as many sound resources as possible to be included for online dissemination by conducting rights clearance activities and to ensure that the rights clearance process is recorded to a high standard to ensure proper due diligence audit trails are in place. This job is part of “Unlocking Our Sound Heritage”, an ambitious project funded by the Heritage Lottery Fund and led by the British Library in conjunction with national and regional partners across the UK.

This post will be part of a small team based at a new sound hub at National Library of Scotland at Kelvin Hall, Glasgow, with the aim to digitise, catalogue and clear rights for 5,000 sound items currently held by organisations across Scotland.

The post holder will undertake Intellectual Property Rights (IPR) research and trace rights holders in line with agreed rights clearance policies. They will negotiate and record any agreements made about rights and access. They will also consider what action needs to be taken to ensure that any sensitive material is either cleared for use or restricted.

In carrying out this work, the post holder will need to consider how much and what type of effort to make for each case of IPR, and will variously contact and consult recordists and rights owners including, where appropriate, artists and communities directly and via rights collecting societies, musicians unions and/or local community organisations.

**Duties and Responsibilities**

The post holder will:

* carry out all tasks necessary to identify rights and rights holder and trace them
* identify rights within sound recordings, including determination of publication dates
* send permissions requests to select rights holders (and/or their representatives, e.g. publishers, agents, estates, other relevant corporate bodies) for the digitisation and use of collection items and negotiate access and rights agreements with rights holders
* ensure that all material adheres to the agreed ethical and legal frameworks prior to publication
* ensure that all metadata resulting from the rights clearance process accurately reflects the rights status, and any access restrictions are appropriately recorded
* keep and maintain clear records of actions taken
* produce reports for the Sound Hub Project Manager as required
* be a first point of contact for all rights related queries from rights holders or internal stakeholders
* update workflow tracking tools and documentation for the programme to record the rights status of items and all steps taken in the due diligence process
* ensure that any restrictions or conditions associated with collection items are flagged appropriately so that they are not inadvertently breached

The post holder is expected to demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate, to support the delivery of the project as required by their line manager.

**Core Competencies**

**Delivering Results (Core) –** Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core) –** Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core) –** Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person specification:**

**Skills, abilities and knowledge**

**Essential**

* A thorough knowledge of IPR issues and legislation
* Accuracy and attention to detail.
* The ability to organise own work within project timetable and deadline.
* Good level of ability with MS Office applications, in particular Outlook, Word, Excel and SharePoint.
* Good oral and written communication skills.

**Desirable**

* Knowledge of open licensing frameworks such as Creative Commons licenses
* Knowledge of online publication/production
* Understanding of Data Protection and privacy issues.

**Personal qualities**

**Essential**

* The ability to work within a small and interdependent team
* An interest and enthusiasm for recorded sound
* Considerate and patient attitude to working with others

**Experience**

**Essential**

* Demonstrable experience of rights clearance and a sound understanding of copyright law as it relates to sound and audio recordings.

**Desirable**

* Experience in working in an archival or publishing context with music, ethnographic materials and oral histories, etc.

**Further Information:**

This is a fixed term post until the end of September 2021 . The project is supported by the National Lottery through the Heritage Lottery Fund.

Applications to be submitted via our recruitment site: <http://www.nls.engageats.co.uk/Welcome.aspx>

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.