

JOB DESCRIPTION

Post: Rights and Contracts Assistant
Department: Tate Publishing, Tate Commerce
Reporting to: Senior International Rights Manager

The Company Tate Commerce is a wholly owned subsidiary of Tate. Work at Tate Commerce ranges from publishing, retail and merchandising roles to operations, finance and licensing.

Tate Commerce shares Tate’s mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate’s work and collection.

The Department Tate Publishing is a central part of Tate Enterprises Ltd, the commercial arm of Tate Gallery. We are one of the world’s oldest and most respected publishers on the visual arts and our aim is simple: to bring the best new writing on art to the widest possible range of readers, across the UK and around the world. Our list today spans exhibition publications, illustrated children’s books and general books about art, culture and society.

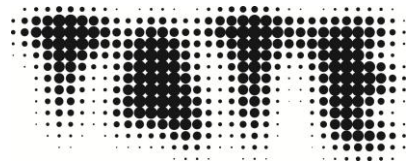


The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the Job: The Rights and Contracts Assistant will support the Rights and wider Publishing team, taking responsibilities for a range of core rights and administrative tasks to help underpin the overall effectiveness of Tate’s publishing programme, increase its sales activities and expand its reach around the world.





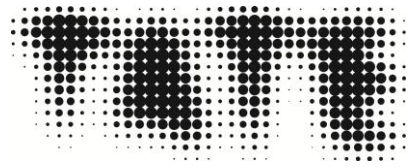
Main responsibilities and duties

- Attend and arrange a variety of Publishing meetings, taking and circulating minutes where appropriate
- Contribute feedback on new submissions, material and proposals
- Review and migrate all existing and new head contract information to Tate Publishing's internal database. Work with editors to record expiry/reversion terms and territory restrictions and communicate these to the wider Publishing team in good time
- Draft rights contracts, and log related data on relevant publishing systems
- Provide general contracts support for the Publishing department
- Raise invoices for rights deals and liaise with customer and Finance team on timely payment thereof
- Act as primary contact for all external and internal permission enquiries, drafting permission agreements and raising invoices where necessary and tracking agreed terms
- Act as main point of contact for internal and external stakeholders for Tate Publishing's royalties process
- With support from relevant colleagues, lead the biannual sales and rights royalties process to ensure timely reporting and payment of contributor royalties
- Support Rights team to cover leave and/or absence
- Keep track of rights license expiries and co-edition reprint opportunities in conjunction with the relevant Editor and Sales/Production team
- Coordinate and prepare sales materials for bookfairs (London, Bologna and Frankfurt) and sales trips and create presentation decks of new titles as required
- Help to manage the critical path for sales material and presentations, coordinate a central library of existing resources and keep information up-to-date
- Schedule bookfair meetings and manage diary for bookfairs and sales trips
- Assist with creation of biannual children's and adult titles electronic catalogue
- Take ownership on behalf of Rights for effective use of relevant publishing systems, ensuring information is up-to-date and accurate
- Coordinate mailing of finished copies to international partners as required and assist with targeted pitch submissions
- Represent the rights and publishing team in meetings or presentations where appropriate
- Complete a range of administrative duties on behalf of the rights and wider publishing team as requested



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Person Specification

Essential:

- Excellent verbal and written communication skills, demonstrating the ability to communicate effectively and positively with all colleagues and external contacts
- Accuracy and attention to detail, with a systematic approach to work
- Good knowledge of Outlook, Word, PowerPoint and Excel
- A commitment to diversity and inclusion within publishing or a similar sector
- Excellent organisational skills and an ability to manage one's own workload
- Adaptability and ability to juggle multiple tasks simultaneously
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect

Competencies:

- Is professional, honest and discreet
- Has an enthusiastic approach and willingness to contribute to the development of the department
- Plans and prepares effectively to ensure delivery of the agreed results
- Adapts quickly and flexibly to new demands and challenges
- Participates positively and fully in the team
- Demonstrates flexibility of approach to resolve issues
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development
- Open to feedback from others

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.



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