



JOB DESCRIPTION

Job Title: Coordinator, Intellectual Property
FLSA: Exempt
Reports to: Manager of Intellectual Property
Date Created: 4/13

POSITION DESCRIPTION

Is responsible for researching, finding, acquiring (including copyright clearance), and inventorying materials (such as photographs, maps, charts, music and text rights etc.) for use in production of videotaped courses as well as marketing materials. The Coordinator of Intellectual Property will be a member of the Product Development Team and will work under the supervision of the Manager of Intellectual Property to assist producers throughout the entire video production process. The Coordinator may also work with other departments requesting research and acquisition, including the Marketing Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Identify, locate, and acquire materials from major archival/copyright houses, the Library of Congress and National Archives, and a variety of national and international museums. Establish best terms for an ongoing business relationship while maintaining image budget restrictions.
- Maintain a FileMaker Pro database for tracking all images to and from the image sources.
- Work closely with producers to acquire appropriate materials for video courses and marketing materials.
- Assist the Marketing Art Director in acquisition of visual images for the use in print media and negotiate rates within budgetary restrictions.
- Manage the copyright clearance process, ensuring that TTC is always in compliance, for both videotape production and marketing purposes. Includes administrative duties to track permissions, license agreements, and acquire credit lines for images.
- Meet tight production deadlines for both video production and marketing materials release dates.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Candidate should also possess the following skills: excellent communication skills, negotiating skills, and a good aesthetic sense. Candidate should be detail-oriented, organized, and a good team player who takes initiative, works well under tight deadlines, and is able to multitask.

EDUCATION and/or EXPERIENCE

The Coordinator of Intellectual Property must have a minimum of a Bachelor's degree (Master's preferred) in liberal arts (Art History, Literature, History, Library Services, etc.) or Fine Arts. The ideal candidate will have a minimum of one (1) year of direct experience in the fields of rights research/acquisition and copyright clearance or work experience in an archive or image library. Familiarity with graphics software (Adobe PhotoShop) and hardware (slide scanner, flatbed/transmissive scanner, copystand, and digital camera) and the ability to use basic office software applications (FileMaker Pro, Word, Excel, etc.) is required. Fluency in a foreign language considered a plus.

For Consideration please email your resume to catlette@teachco.com