



Dear Applicant,

Licensing Intern

Thank you for your interest in the above position at DACCS.

We are delighted to enclose a DACCS job application pack. This contains the following:

- Job description
- Person specification
- Application form
- Equal opportunities monitoring form
- Information about working for DACCS
- DACCS organisational diagram

Please visit our website, dacs.org.uk for further information about DACCS.

Please read all this information carefully before completing the application form. We are happy to accept applications in large print and audio tape formats. Please also attach a covering letter and your CV.

Personal information provided by you in this application form will be used in connection with our recruitment process and to decide whether to enter into a contract with you. DACCS' Privacy Policy applies to the personal information supplied by you. Please refer to DACCS' Privacy Policy at www.dacs.org.uk/about-us/privacy-policy for more information on how DACCS may collect and use personal information and who it may be shared with.

The deadline for completed application forms is midday on Monday 25th June 2018. Please note that we cannot consider applications received after the deadline. We are happy to receive completed applications by email or post by the deadline.

We will contact you and let you know if you have been shortlisted for interview.

We look forward to receiving your application.

Yours faithfully,

Akshata Shenoy
HR Executive
DACCS

Job Description

- | | |
|-----------------------------------|-----------------------------|
| 1. Directorate: | Business Development |
| 2. Title: | Licensing Intern |
| 3. Reports to: | Copyright Licensing Manager |
| 4. Duration: | 6 months |
| 5. Salary: | £18,564 per annum |
| 6. Line Manager Responsibilities: | None |

Key Purpose of the Role:

Support the Copyright Licensing team with key procedures such as processing licence requests and generating reports. Also undertake research into new and emerging areas of licensing to ensure our service remains relevant and reflects customers' needs.

RESPONSIBILITIES:

1. Receive new requests for Copyright Licensing and Artimage and distribute to the licensing team as appropriate.
2. Help assess the priority and complexity of the requests received and process simple requests requiring a quick turnaround.
3. Provide excellent customer service.
4. Support the licensing team by following key procedures at DACS such as:
 - Being one of the first points of contact for all incoming emails and telephone calls
 - Operating a 'chase' procedure to ensure samples of licensed items are submitted
 - Establishing and operating a procedure to ensure clients return signed Licence Agreement documents
 - Maintaining and archiving files
 - Issuing Licence/Artimage Agreements
 - Drafting correspondence as required
 - Review licensed products to check that they comply with the terms of the issued licence
5. Process requests and issue licence agreements on members' behalf as appropriate.
6. Generate reports on behalf of the team relating to workload and member statistics.
7. Undertake research into new and emerging areas to ensure that our pricing structures are relevant and accurately reflect our client's needs.
8. Provide price estimates for clients, using DACS' standard rates.
9. Support the team in processing large orders and data entry projects.

10. Review licensed products to check that they comply with the terms of the issued Licence Agreement. Manage the receipt, archiving and sorting of received products and returned signed Licence Agreements.
11. As part of the Licensing team, be responsible for income generation to achieve Copyright Licensing Service and Artimage revenue targets.
12. Develop and maintain excellent, cohesive, organised filing systems.
13. Support a culture of cross-organisational working so as to maximise operational benefits and ensure knowledge is shared. Contribute to the overall objectives of DACS.
14. Demonstrate a commitment to the ethos and values of DACS and act as an ambassador for DACS in the art-world and related industries.
15. Demonstrate an understanding of, and a commitment to, equal opportunities and diversity.
16. Any other duties commensurate with the role.

Person Specification

Essential skills:

- 1. Attention to detail, methodical approach to tasks and data.**
- 2. Be diligent and committed to high standards of accuracy, even with repetitive data tasks.**
- 3. Demonstrable administrative skills with ability to prioritise workload and ensure methodical and timely completion of administrative processes.**
- 4. Ability to work flexibly as required.**
- 5. Confident in the use of computer applications such as MS Office and ability to learn and adapt to new systems.**
- 6. Ability to work in a highly organised and efficient manner, and establish routines to increase efficiency and productivity.**
- 7. Ability to work unsupervised and as part of a team.**
- 8. Support a culture of cross-organisational working to maximise operational benefits and ensure knowledge is shared. Contribute to the overall objectives of DACS.**

Desirable skills:

- 1. Have an understanding of copyright.**
- 2. Knowledge of and interest in modern and contemporary art.**
- 3. Experience of maintaining and updating databases.**

This job description will be periodically reviewed to take account of changing demands of the role.



Application for Employment

Please complete in type or black ink

Application for the post of _____

Our reference (please leave blank) _____

Where did you see the position advertised? _____

1. Personal details

This information will be used to contact you should you be called to interview. The information given on this page is not used for shortlisting.

Title Mr/Mrs/Miss/Ms (please circle)

First name _____ Surname _____

Address _____

Email _____

Tel. _____ May we call you on this number (with discretion)? Y/ N

2. Access Requirements

DACS is an equal opportunities employer. Please advise us of any access requirements. You may have so that we can to ensure that our interview process is fully accessible.

3. Please attach a covering letter and copy of your CV. Your CV should include details of your education, qualifications and work experience.

4. Personal Statement

Starting below, and continuing on as many additional sheets as necessary, please state how your experience makes you a suitable candidate for the post, referring to each point of the person specification in turn. This part of the form is used for short listing, so you should give as much information as possible to enable us to assess your application fairly.

5. Referees

Please give the names and addresses of two people who can provide a professional assessment of your suitability for the position. Neither referee should be related to you. One referee should be your current (or most recent) employer. We will ask you for permission before we contact your referees.

Name and Position	Address and contact details	Your relationship to referee
1.		
2.		

6. Availability for interview

The closing date for applications is stated in the covering letter. Please indicate any dates when you are NOT likely to be available to attend an interview within 4 weeks of the closing date.

7. Declaration

I DECLARE that to the best of my knowledge and belief the information given in this application, including any attachments, is true and correct. I consent to the Design and Artists' Copyright Society taking steps to verify any information if I am called to interview. I understand that any false statement may be grounds for dismissal if I am appointed.

Signed

Date

Completed application forms should be marked 'Private & Confidential' and returned by the closing date to recruitment@dacs.org.uk or

Recruitment
DACs
33 Old Bethnal Green Road
London E2 6AA

Please be aware we can only accept signed and dated application forms.

Equality and Diversity Monitoring Form

This form will be removed from the information given to the recruitment short listing and interview panel. It will be held confidentially and used for statistical purposes only within DACS. It is your choice whether you chose to fill this form in.

Age:

What is your ethnic group?

Choose *ONE* section from A to E, then the appropriate box to indicate your ethnic group.

A White

- Any White background

B Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other Mixed background (*please write in*) _____

C Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background (*please write in*) _____

D Black or Black British

- Caribbean
 African
 Any other Black background (*please write in*) _____

E Chinese or other ethnic group

- Chinese
 Any other (*please write in*) _____

About DACS

Established by artists for artists, DACS is a not-for-profit visual artists' rights management organisation. Founded over 30 years ago, DACS is a flagship organisation that campaign for artists' rights, championing their sustained and vital contribution to the creative economy. We are passionate about transforming the financial landscape for visual artists through innovative new products and services, and act as a trusted broker for 90,000 artists worldwide.

In its support of artists and their work, DACS collects and distributes royalties to visual artists and their estates in the following ways: Payback, Artist's Resale Right and Copyright Licensing.

Payback

Payback is an annual scheme run by DACS to distribute the money owed to visual artists by various collective licensing schemes. These licensing schemes cover situations where it would be impractical for artists to license the rights to a work on an individual basis, for example, when a student in a library wants to photocopy pages from a book which features artists' work. Each creator of a work being photocopied is entitled to a royalty. Rather than ask the student to contact an artist or author every time they photocopy a book featuring copyright-protected work, the library pays an annual licence fee to cover such photocopies. It's not just libraries and universities that do this. Different types of businesses and organisations buy a similar license too. The money is then shared out among the creators whose work has been featured. Authors and publishers receive a share of this money through Authors' Licensing Collecting Society (ALCS) and Publishers Licensing Society (PLS) respectively. Visual artists can claim their royalties through Payback.

Artist's Resale Right

The Artist's Resale Right entitles artists and their heirs to a royalty each time their work is resold on the art market for €1,000 or more, via an auction house, gallery or dealer. As of 1 January 2012, the Right was extended in the UK to cover sales of work by deceased artists still in copyright, which means that artists' heirs are eligible for royalties. In the UK, copyright lasts for the lifetime of the artist plus 70 years after their death. This is the most significant new right for visual artists in recent times, giving artists an ongoing stake in the value of their work.

Copyright Licensing

Copyright can be 'assigned' or 'licensed'. Assigning copyright means selling all rights to a work, therefore the artist will no longer have control over the way in which their artwork is used. Licensing copyright, on the other hand, means to grant permission to the licensee to use an artwork in a specific way for a specific purpose. It is also possible to license the same artwork for a number of different uses. DACS licenses any or all rights in the copyrighted works of the artists we represent, as defined under the Copyright, Designs and Patents Act 1988.

Artimage

As part of an ambition to provide a portfolio of new and innovative services, benefitting both artists and licensing customers, DACS has developed Artimage – a digital image resource that showcases and licenses exceptional works of modern and contemporary art. Launched in June 2014, Artimage improves the user experience and speeds up production time for image licensing customers. It provides both the licence agreement and image file, creating a streamlined process for all publishing, merchandising and advertising needs.

Visit dacs.org.uk and artimage.org.uk for further information.

Employee benefits

DACS is committed to following best practice in respect of our responsibilities as an employer. Although DACS is a not-for-profit organisation with limited resources, we take pride in our innovative approach to employee benefits and consult employees wherever possible about their preferences.

The following information is provided in respect of full time equivalent employees. Pro-rata entitlements apply for part-time employees.

Working hours

Full-time posts have a weekly contractual requirement of 35 hours (not including lunch hours). DACS operates a Flexible Working Policy. All employees are required to work during the core hours of 10.00am – 4.00pm including one (unpaid) hour for lunch. The remaining hours can be worked flexibly around the core hours, subject to policy guidelines.

Salary and bonus scheme

Staff become eligible to be considered for a salary review twice a year. Currently salaries are reviewed in January and in June.

Paid holidays

30 days per year (including statutory holidays), this is pro-rated for part-time roles. This increases to 35 days per year (including statutory holidays), pro-rated for part-time roles, after three years' continuous service. In addition, DACS currently closes the office for 3 days between Christmas and New Year.

Development and training

DACS is committed to providing training to assist staff so that they can develop personally and professionally. Staff development is one of DACS key operational priorities.

Pension scheme

DACS operates a Group Personal Pension Scheme, which all employees are eligible to join after three months' service. Provided the employee contributes at least 5% of their salary, DACS will match the employee's contribution to the scheme. The contribution made by DACS increases to 7.5% after two years' membership of the scheme.

Group life assurance

Currently we operate a Group Life Assurance scheme, otherwise known as a death in service benefit. If an employee dies while employed by DACS, the Trustees of the DACS Group Life Assurance Scheme receive a sum of three times the employee's annual salary. Employees indicate via a nomination form how they would like the Trustees to distribute this sum. This benefit is available to all staff when they join DACS.

Season ticket loan

Where an employee uses public transport to travel to work, DACS operates a season ticket loan scheme. DACS will pay for the cost of a periodic (e.g. quarterly or annual) season ticket, repayable in instalments by the employee without interest. Repayments are made by automatic deduction from salary, and the full loan must be repaid before the expiry date of the season ticket. This benefit is available upon successful completion of the 6 month probationary period.

Childcare voucher scheme

DACS operates a salary sacrifice scheme to purchase child vouchers for nursery care, which provides a tax free benefit to those participating in the scheme.

Stress management

We are committed to helping our employees to recognise and reduce stress. We currently offer all employees a professional massage which takes place in the office once a month and provide fresh fruit on a weekly basis.

