

## UNIVERSITY OF SUSSEX

### 1 Advertisement

**Post Title:** Archive Research Assistant – Rights, Unlocking Our Sound Heritage, Library

**Division:** Library

**Hours:** Part time hours considered up to a maximum of 18.25 hours. Requests for flexible working options will be considered (subject to business need). For further details regarding flexible working please follow this link -

<http://www.sussex.ac.uk/humanresources/personnel/flexible-working>

**Contract:** Fixed term for 24 months

**Reference:** 0878

**Salary:** Starting at £29,515 and rising to £33,199 per annum, pro rata

**Closing date:** 30 April 2019. Applications must be received by midnight of the closing date.

**Expected interview date:** 10 May 2019

**Expected start date:** As soon as possible

We are seeking a knowledgeable, organised and self-motivated *Archive Research Assistant – Rights* to work on the Unlocking Our Sound Heritage project. You will lead our work on securing permissions for the public use of sound archives held in repositories across the South East.

This exciting project, funded by the National Lottery Heritage Fund, is led by the British Library. In conjunction with ten national and regional partners across the UK, the project will digitally preserve almost half a million endangered sound recordings from across the UK and make 100,000 available online, raising the profile of sound archive collections in the process.

The Keep, represented by the University of Sussex, is the Hub for South East England. Over the next two and half years, running until October 2021, the UOSH team will digitise 5,000 sound items from our collections and other exciting collections from across the region. The digitised recordings will then be used in a creative programme of learning and engagement activities.

You will be responsible for researching rights ownership of selected material, locating and sending permission requests to rights holders, and coordinating with the project team and the British Library's IP and Licensing Department to ensure that the rights clearance process is thoroughly undertaken and proper due diligence audit trails are in place.

The aim of the post is to enable as many sound objects as possible to be available for online access.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

### 2. The Keep

The Post will be based at The Keep Archives, a world-class centre for archives opened in 2013. The Keep is a partnership between East Sussex County Council, Brighton and Hove City Council and the University of Sussex to house the archives and special collections of these three institutions. The combined collections have been brought together to provide an

unrivalled, detailed record of the region's history, dating back over 900 years. These archives document the lives of individuals, places and events from across the county and beyond, and they include written records, maps and plans, prints and drawings, photographs and films, oral histories, and digital and electronic records.

For more information see: [www.thekeep.info](http://www.thekeep.info)

### **3. Job Description for the post of: Archive Research Assistant – Rights, Unlocking Our Sound Heritage**

<b>Section:</b>	Special Collections
<b>Division:</b>	Library
<b>Location:</b>	The Keep
<b>Grade</b>	6
<b>Responsible to:</b>	Hub Project Officer, Unlocking Our Sound Heritage

#### **Purpose of the post:**

To conduct rights clearance activities for the Unlocking Our Sound Heritage project, South East Hub at The Keep, Brighton. This will include researching rights ownership of selected material, locating and sending permissions requests to selected rights holders, and coordinating with the Project Team at The Keep and the British Library, and stakeholders to ensure that the rights clearance process is recorded to a high standard to ensure proper due diligence audit trails are in place. The aim of this post is to enable as many sound recordings as possible to be included for online dissemination.

#### **Key Responsibilities:**

1. Undertaking Intellectual Property Rights (IPR) research and tracing rights holders in line with agreed rights clearance policies.
2. Sending 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.
3. Determining publication dates
4. Updating workflow tracking tools and documentation for the programme to record the rights status of items and all steps taken in the due diligence process
5. Liaison and communication with rights holders and rights holder's organisations to secure necessary permissions.
6. Offering first point of contact for all rights related queries from rights holders or internal stakeholders.
7. Ensuring that any restrictions or conditions associated with collection items are appropriately.
8. Assist in the supervision of student and volunteer projects to ensure that it meets the agreed quality standards and provide guidance to those assisting in the research of this collection.
9. Any other reasonable request of management.

### Specific Responsibilities:

1. Consider what action needs to be taken to ensure sensitive material has been cleared for use or removed.
2. Consider what efforts should be made to 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.
3. Ensure that all material adheres to the agreed ethical and legal frameworks prior to publication.
4. Ensure that all metadata resulting from the rights clearance process accurately reflects the rights status, and any access restrictions are appropriately recorded.
5. Keep and maintain clear records of actions taken.
6. Expected to demonstrate a willingness to take on a range of tasks and to develop new skills.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

### 4. Person Specification - Archive Research Assistant – Rights

#### SKILLS / ABILITIES

**Essential Desirable**

SKILLS / ABILITIES	Essential	Desirable
Proven ability to prioritise and meet tight deadlines	x	
Ability to record information in a consistent and accurate manner, with an attention to detail and a meticulous approach	x	
Excellent written and oral communication skills,	x	
Good IT skills, including MS Office applications, in particular Outlook, Word and Excel	x	
Proven ability to work independently and within a small team, and to manage own work with a project timetable.	x	

#### KNOWLEDGE

A thorough knowledge of IPR issues and legislation.	x	
Understanding of Data Protection and privacy issues.	x	
Understanding of copyright law as it relates to sound and audio recordings.	x	
Knowledge of open licensing frameworks such as Creative Commons licenses.		x
Knowledge of online publication and production		x

#### EXPERIENCE

Experience of rights clearance work.		x
Experience of working in an archival or publishing context with music, ethnographic materials and/or oral history		x

**QUALIFICATIONS**

Relevant degree-level qualification	x	
Qualified information professional (Chartered Librarian or Archivist or equivalent)		x

**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

An interest in recorded sound and sound archives.		x
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