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**TITLE:** Rights and Reproduction Associate

**DEPARTMENT:** Legal

**REPORTS TO:** Associate General Counsel

**RESPONSIBILITIES:**

1. Responsible for the fact finding and administrative work necessary for SRGF to obtain rights and permissions required to reproduce art work, photographs, graphic art and other images; essays, poems, articles, book excerpts and other text; live and recorded music; trademarks, and other intellectual property. Work will include researching identity of rights holders (including licensing societies, heirs, estates and corporations), facilitating communication, and negotiating and documenting the parameters and fees of a use license in a timely manner.
2. Coordinate with curators and publications department for timely clearance of materials to be included in catalogues, @guggenheim, websites, newsletters and other museum publications. Assist retail department in connection with licensing permissions for products. Coordinate with membership, special events, development, education, international projects, marketing, film and design departments with respect to use of images on invitations, newsletters, brochures, posters, advertisements and similar materials for the SRGM, and where applicable, for Affiliates. Provide support for corporate sponsors in efforts to obtain rights clearance for use of collection images in connection with corporate projects and/or special Museum offers.
3. Review and confirm credit lines, copyright notices and trademark notices for all reproductions included in Museum publications, invitations, newsletters, and retail products, in accordance with Museum standards and applicable contracts. Prepare rights clearance, reporting and permission documentation.
4. Preparation, negotiation and maintenance of nonexclusive licenses and/or other rights documentation whenever the Foundation obtains new art works for its collection.
5. Monitor compliance with SRGF's rights obligations in contracts with SRGF Affiliates (including Guggenheim.com). Respond to inquiries from SRGF Affiliates. Assist Affiliates (including Guggenheim Las Vegas) in determining rights issues and needs and in clearing and documenting permission grants.
5. Monitor compliance with blanket licenses SRGF may have with third parties such as Artists Rights Society and ASCAP.
6. Assist counsel with registration and maintenance of SRGF's copyrights and trademarks throughout the world, and implementation of SRGF legal notices and credit-lines on merchandise, packaging and other materials.
7. Build and maintain a database and Intranet site for use by SRGF and SRGF Affiliate employees that include the following information:

- a) list of collection and exhibition images that are in the public domain in the United States and/or worldwide;
  - b) list of images which are protected by copyright in the United States and/or worldwide, but for which the Foundation has obtained licenses for reproduction and/or various other uses;
  - c) list of artists, estates or other rights holders contact-information for art works in the collection that are under copyright protection or for which restrictions exist;
  - d) list of proper copyright and trademark notices and/or credit-lines for images based on the collection;
  - e) list of proper copyright and trademark notices and/or credit-lines for SRGF-owned images, text, trademarks and service marks, including the building design and exhibition titles; and
  - f) copies of web-linking polices and other documentation related to SRGF's relationships with third parties.
8. General paralegal research and support for Legal Department.

**REQUIREMENTS:**

- 1. Bachelors degree. Masters or paralegal certificate a plus.
- 2. Minimum two years experience working with rights licenses or comparable contracts.
- 3. Attention to detail and superb written and oral communication skills.
- 3. Proficiency in French and/or other foreign language a plus.
- 4. Interest in art, business, law and/or museum administration.