

**CARCC – Copyright Visual Arts / Droits d’auteur Arts visuels**  
is looking to fill the position of **Coordinator / Licensing Agent**.

**Copyright Visual Arts** was founded in 1990 under the name of CARCC to assist visual artists in protecting and managing their copyright. **Copyright Visual Arts** provides services to the members of the collective and to the actors of the visual and media arts sectors. We represent approximately 1,000 Canadian visual artists. Our services include the negotiation of licenses for copyright uses, collecting the royalties, and paying the artists. We are the only Canadian copyright collective specializing exclusively in the visual and media arts. We are run by artists, in the interest of visual and media artists.

**CARCC - Copyright Visual Arts is offering 21 hours of employment/week at a wage of \$20/hour.** Additional hours may become available as we take on new projects. This position is based in the National Capital Region (Ottawa-Gatineau).

**The Coordinator / Licensing Agent is responsible for:**

- Coordinating of the activities of the society and assuming responsibilities for its daily administration
- Organizing and preparing meetings of the board in collaboration with the co-Chairs
- Negotiating licenses for artists and users of copyright services
- Answering routine enquiries about copyright licensing from artist members, users, and institutions;
- Promoting our programs and services by delivering presentations and attending meetings and conferences;
- Liaising and carrying out joint initiatives with other copyright collectives in Canada and abroad;
- Maintaining a database of members and keeping them informed of various activities
- Assisting in updating our website and social media accounts
- Attending and participating at meetings of the board and its special committees.

**To be considered, applicants must:**

- Possess a post-secondary degree, diploma or certificate in Arts Administration or Fine Arts  
Related fields of education and experience will also be considered
- Be fully fluent in both English and French and have strong communication skills
- Detain good knowledge of copyright law and contract preparation experience
- Possess good knowledge of business accounting
- Be adept at database/information management and have proficiency in MS Office programs
- Have excellent negotiating and problem-solving skills
- Have strong organizational skills and be able to manage competing priorities
- Be able to balance attention to detail with efficiency
- Be skilled at absorbing information quickly.

**Any of the following skills are considered useful for the position:**

- Experience with intellectual property and licensing management
- Experience working with, or as, a visual or media artist
- Experience with communications platforms, including social media
- Experience with designing and updating websites

**All applications must be received by email by on MARCH 31 2019**  
**Only those selected for an interview will be contacted.**  
**Please send applications to: Hiring Committee: [administration@carcc.ca](mailto:administration@carcc.ca)**