

## **Coordinator / Licensing Agent**

*(This job description may be changed and/or adjusted as required.)*

### **Responsibilities**

The position is for a salaried individual who devotes 21 hours per week to work as a Coordinator and Licensing Agent for Copyright Visual Arts / Droits d'auteur Arts visuels. This bilingual position is normally based in the CARFAC National office in Ottawa but some of the work can be done at home. It requires regular travel to meet with other staff in Montreal. The Coordinator and Licensing Agent acts under the immediate supervision of the Co-Chairs of Copyright Visual Arts. The Coordinator and Licensing Agent will be able to work in a self-directed manner and collaboratively with others, and will prioritize, effectively organize and undertake multiple tasks and demands.

### **General duties**

Be familiar with Copyright Visual Arts' history, policies, guidelines, and bylaws;

Implement ongoing organizational priorities in consultation with the Board, Staff, and/or appropriate committees and maintain regular communications with the Licensing agent in Montreal;

Maintain office records, files, and equipment as required;

Act as a front-line contact with artist, members and non-members, and subscribers of Copyright Visual Arts in Canada as well as arts organizations, galleries, and other presenters who make information requests;

Recruit new members and provide education to artists, users, and institutions regarding artists' copyright and Copyright Visual Arts' services;

Participate in the management of Copyright Visual Arts and its governance bodies;

Negotiate licenses for artists and users of copyright services and verify licenses issued via the Copyright Visual Arts online platform;

Provide information about Copyright Visual Arts' online platform;

Promote the collective through social medias, newsletters, workshops, meetings with arts organizations, attending arts conferences and other networking events;

Liaise and carry out joint initiatives with other copyright collectives such as Copibec, Access Copyright and CISAC.