

VACANCY INFORMATION PACK



IMAGE EXECUTIVE

Closing Date:

11pm on Sunday 21st October 2018

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[What to include in your supporting statement](#)

Please include details of relevant experience and knowledge, particular in the subject areas the museum focuses on – science, transport, history of photography and social history as well as a working knowledge of the relevant areas of the picture library industry.

OUR MISSION AND VALUES:

At the Science Museum Group, we make it our mission to **Inspire Futures**. Our talented and dedicated colleagues are guided by five values that encapsulate simply what we're all about:

- we **think big**, pushing the limits of what's possible;
- we challenge ourselves to **reveal wonder**;
- we use our passion, expertise and creativity to **share authentic stories**;
- we aim to **ignite curiosity** in our audiences and our colleagues; and
- we take pride in being **open for all**

IMAGE EXECUTIVE

Department:	Picture Library	Type:	2 month Fixed Term Contract
Location:	Science Museum	Hours:	21 per week (3 days per week)
Reports to:	Group Head of Licensing	Salary:	£24,000 per annum (pro rata) + benefits
Date:	October 2018		

About the role:

The Science Museum Group's image library, SSPL, is looking for a Licensing Executive to support the team for 2 months. This is an exciting opportunity to work in a great team with a varied remit licensing amazing collections. The role will focus on sales to TV and film as well as supporting licensing to other museums and institutions.

The role is 3 days a week although the team is flexible on which days you choose to work.

You will be responsible for image sales by SSPL to a varied roster of clients. Your main focus will be on TV, film and inter-museum work.

You will have image sales experience, fulfilling and delivering excellent service to our commercial users including key clients.

What you will be doing:

- Meeting agreed sales targets by cultivating and servicing new and current key client relationships,
- Fielding, researching and dispatching image requests, and negotiating fees from commercial clients using all relevant picture library systems.
- Securing / updating relevant client details in accordance with system requirements and maintaining good contact records.
- Carrying out all sales-related administrative duties to ensure the smooth running of the team and satisfaction of commercial clients.
- Working closely with SCM Licensing and Creative Teams to ensure the best business/commercial opportunities for SCM are offered to clients for any commercial use of images.
- Supporting the Group Licensing Manager with maintenance and any relevant updating of databases and websites.
- Liaising with other members of SCM Enterprises to deliver a rounded package of intellectual property to prospective clients.
- Taking care of your personal health and safety and that of others and reporting any health and safety concerns. Ensuring proactive compliance with Science Museum Group H&S Policies, including risk assessments and implementing safe systems of work

What you bring to the team:

You will definitely ...

- Have experience in a commercial picture library
- Have experience of negotiation and sales
- Have a technical understanding of images/ files and scanning

It would be good if you ...

- Working knowledge of modern history and/or science subjects

Additional Information:

- This role is subject to a basic criminal record check.

WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT

Please answer the following questions in your Supporting Statement:

1. Please outline relevant experience of working with a varied photographic collection.
2. Please provide an example of working with a TV, film or TV company in a picture library or researcher position.
3. Please outline your level of knowledge of copyright, in particular that which might exist in a photographic archive.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, for example due to a disability, please [contact us by email](#) or by calling 0207 942 4222.

We wish you every success with your application!