

## POSITION AVAILABLE

TITLE: Licensing and Reproductions Coordinator

DEPARTMENT: Collections

FLSA STATUS: Exempt – Professional

## JOB SUMMARY:

The Licensing and Reproductions Coordinator increases the visibility of CHM collections and generates earned revenue by providing for the delivery of reproductions of CHM collection materials for publication, media, research, licensing, and other commercial and non-commercial uses, both internal and external. The Coordinator also seeks out and supports income-generating licensing and product development opportunities and initiatives in an efficient and cost-effective manner.

## ESSENTIAL FUNCTIONS:

- Receive and prioritize internal and external requests for reproductions and use rights, negotiate usage terms and fees, process contracts and payments, and ensure on-time delivery of reproduction orders
- Prepare original materials for digitization, including retrieving requested collection materials, checking rights status, scheduling photographic work with the Photo Lab, and generating caption, credit line, and other descriptive and administrative metadata
- Ensure that original collection materials are handled appropriately according to safe object handling protocols and returned to appropriate storage locations following reproduction
- Accurately organize and safely maintain files of reproduction negatives, slides, and transparencies
- Utilizing digital asset management system, enhance, verify, and create descriptive and administrative metadata for digital objects following national and local metadata/cataloging protocols and procedures
- Accurately maintain databases and other systems for documenting service activities and tracking order status and payments
- Lift, carry, or otherwise move objects weighing up to 20 lbs.
- With Department Head and supervisor, participate in the development of policies, procedures, and strategies governing digitization, order fulfillment, and digital assets management
- Recruit, train, and supervise volunteers, interns, and work study students
- Create a team spirit and enhance communication so that staff members work collaboratively and in a supportive manner across departmental and functional areas

### OTHER DUTIES

- Prepare financial reports and weekly transmittals to the Accounting Department
- Serve as liaison with external research and licensing agencies and other external contractors
- Serve on interdepartmental staff committees
- Other duties as assigned

### QUALIFICATIONS:

- B.A. in history, art history, museum studies, or related field required; M.L.A. or M.A. in history, art history, museum studies, or a related field highly preferred (significant relevant experience may be considered in lieu of an advanced degree)
- Two years minimum experience working with original collections materials in a museum, library, or archives environment required; direct experience licensing reproductions in a commercial, museum, and/or university setting highly preferred
- Experience working directly with the public in a customer service capacity and/or in a retail environment
- Experience cataloging visual materials and/or creating descriptive metadata according to established standards preferred
- Strong database experience, preferably including experience working with a digital asset management system; literacy in other commonly used computer applications required
- Familiarity with U.S. copyright law and standard licensing terminology
- Knowledge of digital and analog photographic processes and formats
- General knowledge of American and/or Chicago History
- Excellent research and communications skills, and the ability to deal diplomatically and effectively with members of the public
- Ability to multitask, prioritize, and work accurately and efficiently in an organized manner to meet expectations in a deadline-driven environment
- Ability to solve technical and procedural problems creatively
- Ability to develop and follow workflows to meet production, quality control, and efficient procedural requirements
- Ability to lift, carry, or otherwise move objects weighing up to 20 lbs.
- Commitment to the mission, values, and programs of the Chicago History Museum

**SALARY and BENEFITS:** Salary is competitive. Excellent benefit package

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Please send cover letter, resume with salary history, and the names and phone numbers of 3 work references in **1 document** to: <https://home.eease.adp.com/recruit/?id=3757301>

EOE M/F/D/V Background check required Salary history required. Resumes submitted without salary history will not be considered