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# Copyright & Digitisation Officer Recruitment Pack

**Closing Date: Sunday 26 April 2026**  
**Interview Date: Tuesday 5 May 2026**



## INTRODUCTION TO INIVA

The Institute of International Visual Arts (iniva) is a charity based in Pimlico, London. Founded to challenge inequalities in the visual arts, since 1994 we have created spaces for Black and Global Majority artists and communities, nurturing creative practices and expanding the ways we understand art, culture and society. Through commissions, residencies, workshops, exhibitions, and publishing, iniva supports artistic practices that critically engage with lived experiences of racism, anticolonial struggles, identity politics, and social change.

At the heart of iniva is the Stuart Hall Library (SHL), named after the influential cultural theorist, our founding Chair. The SHL houses a world-class collection of over 10,000 volumes, artist books, catalogues, journals, zines, and mixed media archival materials from over three decades of iniva's history. Providing a unique research centre dedicated to sharing knowledge, addressing inequality of representation and ensuring the visibility and legacy of diverse artistic practices, the library is a vital gathering space for artists audiences, researchers and communities.

iniva's core programmes engage artists locally and internationally through our Research Network, Library Residency, Digital Pavilion, CoLab school programme, Exhibitions Programme and public events at the Library and partner venues. Each year, our work reaches over 70,000 people digitally and 6,000 in person, including 1,900 visits to the Stuart Hall Library. Global Majority audiences represent 63% of our engagement, with young people aged 20–25 making up 20%.

iniva continues to create equitable, anti-racist spaces where artists and audiences can explore global and diasporic perspectives together.

Read more at [www.iniva.org](http://www.iniva.org)





Creative Mapping: Designers Lab ©Jemima Yong

## OUR VISION

Make art from a global perspective accessible to everyone.

## OUR MISSION

We nurture, develop and support anti-racist and equitable spaces that centre Black and Global Majority artists and their communities for creativity, wellbeing, and joy.

## OUR VALUES

Care, Community, Collaboration, Access, Education, Justice and Joy.

## ABOUT OUR FUNDING

iniva is an Arts Council England National Portfolio Organisation (NPO), receiving regular public investment in recognition of our commitment to artistic excellence, innovation, and meaningful public engagement. Read more at [www.artscouncil.org.uk](http://www.artscouncil.org.uk).

We are also supported by the National Lottery Heritage Fund, which funds our major *Living Legacies* programme. Together, this public investment reflects our role as a trusted cultural leader, producing ambitious, critically engaged work that connects artists, ideas, and communities.

Read more at [www.heritagefund.org.uk](http://www.heritagefund.org.uk)



The Gathering ©Francis Augusto

## INTRODUCTION TO THE PROJECT

*Living Legacies: Collaboration, Community and Radicality* is a transformative four-year project rooted in the heritage of Global Majority artists and their work in the UK. It activates iniva's unique visual arts archive and reconnects it with local and national communities. Through an exciting programme of exhibitions, events, podcasts, oral histories and digital resources, the project will surface existing histories and expand access to multicultural creativity and knowledge.

Grounded in Westminster (iniva's home) and shaped by the diverse communities of Lambeth and Southwark, Living Legacies centres intergenerational community collaboration with young people (16-25) and older adults (65+). Public programming is enriched by local residents, artists, educators and partnerships, ensuring the archive speaks to lived experiences while resonating nationally.

The project will:

- Improve access using new newly designed website and physical accessibility to iniva's Stuart Hall Library and Archive
- Increase engagement with archival material through co-creating content and new storytelling
- Grow knowledge and skills by supporting underrepresented people into the heritage and archiving sectors, strengthening iniva's resilience

Living Legacies will offer a space for everyone to explore their place in the world, reflecting on identity, culture and belonging, ensuring this vital legacy lives on.

The role of **Copyright & Digitisation Officer** has been made possible through The National Lottery Heritage Fund.

Read more about the project: <https://iniva.org/programme/projects/living-legacies-collaboration-community-and-radicality/>

## INTRODUCTION TO THE ARCHIVE

The iniva archive documents over three decades of the organisation's history, charting exhibitions, publishing, events and collaborative work with artists and communities, and preserving the legacies of Black British art and Global Majority artistic practice. It includes key founding materials such as transcripts from the *Global Visions: Towards a New Internationalism* symposium and board papers from 1994 onward, alongside correspondence and papers linked to Professor Stuart Hall's role as Chair.

The archive includes key contributions from artists and curators central to iniva's history, with materials from OVA initiated by Sunil Gupta, papers from David A. Bailey and Isaac Julien, and research by Hou Hanru and Li Yun-Chia. It is a mixed-media collection spanning 11 record series on governance, programming and publishing, alongside two major ephemera collections (the Artist File Collection and the Global Ephemera Collection), a moving image archive and slide collection reflecting iniva's programming history. All materials are housed in a dedicated, humidity-controlled archive room, stored across 210 archival boxes on rolling stack shelving.

Since 2021, iniva has strengthened relationships with archival networks and institutions and continues to expand access and discoverability. Looking ahead, we are working towards cataloguing and digitising key exhibition archival collections and achieving Archive Service Accreditation by 2030. This will allow us to embed national standards and position iniva as a leading repository of Global Majority visual culture.

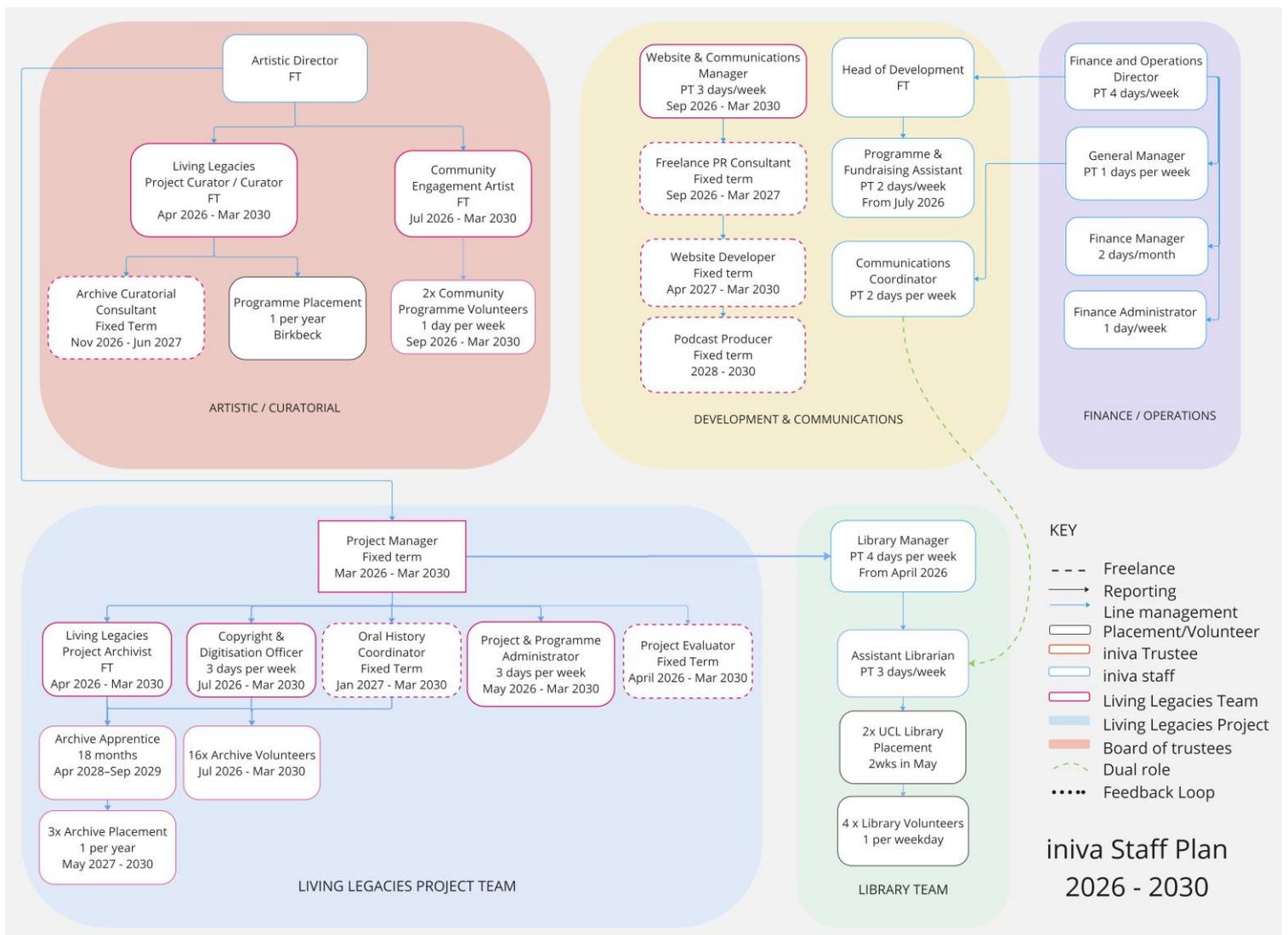


## STAFF STRUCTURE

iniva is led by Co-Directors **Sepake Angiama (Artistic Director)** and **Susannah Gorgeous (Finance & Operations Director)**, supported by a culturally diverse Board of ten Trustees chaired by **Anita Bhalla**. The Board meets quarterly, with four sub-committees—**Fundraising & Ethics, Finance, People & Practice, and Environmental Responsibility**—providing additional oversight and guidance.

iniva’s core team includes the Co-Directors, Project Curator, Communications Coordinator, Programme & Fundraising Assistant, and a Library and Archive team consisting of a Library Manager, Project Archivist and Assistant Librarian. The organisation is also supported by a General Manager and freelancers, including a Finance Manager and Bookkeeper.

As iniva embarks on its flagship National Lottery Heritage Fund project, *Living Legacies: Collaboration, Community and Radicality*, a dedicated project team will lead delivery between 2026–2030. The Copyright & Digitisation Officer will be **line managed by the Living Legacies Project Manager** and will work closely with the Project Archivist and Oral History Coordinator and wider iniva staff to coordinate project activity.



## INTRODUCTION TO THE ROLE

iniva is seeking a meticulous **Copyright & Digitisation Officer** to join the *Living Legacies: Collaboration, Community & Radicality* project team. This is a rare opportunity to play a central role in activating iniva's rich archival collections by ensuring that all materials across exhibitions, oral histories, publications and digital platforms are shared ethically, lawfully and in alignment with Heritage Fund open access requirements.

Working at iniva is rewarding, fast-paced and hands-on. As a small organisation, we value people who can manage multiple workflows, support colleagues across different strands of activity and take initiative within their area of expertise. **In this role, you will be essential to enabling public access to iniva's archival materials by planning and delivering copyright clearance, managing digitisation workflows, and embedding best practice across the project.**

Working closely with the Project Archivist and Project Curator from the earliest stages of cataloguing and interpretation planning, you will identify rights needs, supervise digitisation processes and support the accurate transfer of digital assets and metadata into Epexio for long-term access and preservation. **You will also co-supervise and co-mentor the Archive Apprentice, placement students and volunteers**, helping to build skills and capacity in ethical archival practice, copyright research and digitisation standards.

If you are motivated by enabling public access to cultural heritage, confident navigating copyright and intellectual property rights, this will be an exciting opportunity to support the legacy of Global Majority artists through careful and ethical stewardship.

## IDEAL CANDIDATE

This role is well suited to someone who combines **strong organisational abilities with specialist knowledge of copyright, digitisation and archival practice**. You will bring experience working with archival collections, including rights clearance, digitisation standards, collections management systems and relevant legislation such as copyright law, data protection and Creative Commons licensing.

You will be comfortable planning and delivering complex workflows, meeting deadlines and solving problems independently. **Experience digitising archival material and familiarity with archive management systems such as Epexio and ISAD(G) standards**, will be important to ensuring accurate documentation and seamless digital access; though training will be provided. Awareness of community focused archival practice is also essential to supporting stewardship of iniva's collections.

We welcome candidates with experience supervising or supporting volunteers, apprentices or placement students, and those with an interest in the histories and contributions of Black and Global Majority artists. While an accredited Archives and Records Management qualification is desirable, it is not essential; we recognise that candidates bring experience through varied routes, and we encourage applications from those who meet most of the criteria and are committed to developing within the role.

You will be an effective communicator who can liaise confidently with artists, estates, rights holders, colleagues, external partners and digital preservation specialists. A collaborative mindset, attention to detail and an interest in supporting both the practical and ethical dimensions of archival work will help you thrive in this role.

## **JOB DESCRIPTION**

### **Copyright & Digitisation Officer (0.6 FTE)**

**Salary:** £35,282 (Pro rata £21,169.20 full time equivalent)

**Employment Type:** Fixed Term Contract; June 2026 - March 2030

**Hours:** 3 days (21 hours) per week

**Reporting to:** Living Legacies: Project Manager

**Location:** iniva, 16 John Islip Street, London, SW1P 4JU

#### **Role Purpose**

The Copyright & Digitisation Officer (CDO) is responsible for managing copyright and other Intellectual Property Rights (IPR) clearance and overseeing digitisation workflows for the Living Legacies project. Working in line with project objectives and Heritage Fund open access requirements, the CDO ensures that all materials across exhibitions, publications, oral histories, and digital platforms, comply with copyright law, licensing agreements, and ethical use standards.

The CDO will research, plan, and carry out rights clearance for iniva's three archive collections and programme, organise, and supervise the digitisation of all relevant materials for publication, public access, and long-term preservation. They will collaborate closely with the Project Archivist and Project Curator from the outset of cataloguing and interpretation planning to identify rights needs and will support the training and supervision of the Archive Apprentice, placement student, and volunteers involved in rights and digitisation tasks. This role is critical to enabling lawful public access and ensuring the legacy of the project's digital outputs.

#### **Project Specific Duties**

- To work closely with the Project Archivist, to plan, research and carry out copyright clearance for three of iniva's archive collections liaising directly with rights holders, artists, and estates to negotiate permissions and ensure accurate attribution for all public-facing materials.
- To manage the digitisation of the select material from three of iniva's archive collections (The Organisation of Visual Arts (OVA) Archive, iniva's Exhibition Histories Collection and the Global Ephemera Collection) in accordance with the timescales and deadlines of the project.
- To record all information and data relevant to copyright research and clearance to assist in preparation for processing high-quality images of the material into Epexio and make them available online.
- To liaise directly with external digital archives companies to prepare the technical metadata (file formats, file sizes, etc) of files for transfer to Epexio to ensure the delivery of the project.
- To liaise with project staff and other stakeholders to facilitate the selection and digitisation of materials to support the delivery of the project exhibitions and other public programme activities.
- To keep up to date with best practice, funder requirements and the law in relation to copyright and digitisation and to ensure that changes are communicated to the project team in a timely and accurate manner.

- To represent, communicate and explain iniva's archive, information and copyright policies and procedures to staff and stakeholders.

### **Strategy and planning**

- To work closely with the Project Manager, Project Archivist, Project Curator and Community Engagement Artist to deliver the project aims and objectives.
- To produce and deliver clear reports on copyright and digitisation progress, supporting project evaluation and legacy planning by ensuring that copyright documentation and access protocols enable future educational, research and public reuse of digital materials.
- To proactively escalate complex or unresolved copyright concerns, seeking advice from external legal consultants (e.g. GLAM-E Lab) where necessary to protect organisational and public interests

### **Partnerships and Communications**

- To work closely with the Project Archivist and other project members, contractors and consultants to facilitate and support the work of the project.
- To support the Activities, Public Programme and Community engagement work of the project
- To train, supervise and support the development of volunteers, student placements and Archive apprentice' skills and understanding of copyright, digitisation standards and ethical archival practices through hands-on guidance and structured learning opportunities.
- To work with [GLAM-E Lab](#), the [National Conservation Service](#) and [Digital Preservation Coalition](#) to develop copyright and digitisation practice, support training and review workflow and delivery.
- To carry out such other duties of a similar nature as may reasonably be required with development within the project.

### **General Duties (In common with all iniva staff)**

- To support the philosophy, aims and objectives of iniva and to champion its work.
- To promote and support equality, diversity and inclusion for all staff, contractors, volunteers and stakeholders.
- To uphold collective responsibility, knowledge sharing and team working across the organisation.
- To contribute to, and follow iniva's organisational policies and procedures, particularly policies relevant to your defined responsibilities and area of work.
- To ensure proper record keeping, filing and archiving of all communications and documentation related to your area of work.
- To engage in continuing professional development, seeking to stay up to date with developments and best practice in your area of work.

*Note: This is a description of the job as it is at present constituted. It is iniva's practice to examine job descriptions regularly and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes.*

## PERSON SPECIFICATION

The postholder for this role should demonstrate the following qualifications, experience, skills and knowledge:

### Essential

- Two years' experience in archives and records management or equivalent experience of work in an archive.
- Experience in copyright and digitisation in an archive setting or equivalent
- Knowledge of relevant legislation, standards and procedures in relation to collections management, Data Protection and Copyright and related rights, the Open Access project and Creative Commons.
- Demonstrable experience of digitising archival collections, standards and requirements
- Demonstrable experience of working with archive management systems to manage and catalogue archival collections.
- Familiarity with archive management systems such as Epexio would be advantageous but training can be provided.
- Knowledge and experience of archive standards and principles including ISAD(G).
- Strong project management, organisational and problem-solving skills, and the ability to work independently to tight deadlines.
- Exceptional oral and written communication skills.
- Awareness of community focused archival practice.

### Desirable

- Accredited qualification in Archives and Records Management or equivalent.
- Familiarity with art organisations or ability to understand iniva's place in the history of visual arts in UK and internationally
- Knowledge and experience of archival, copyright and digitisation best practice, understanding preservation needs and conservation practices for modern archives and digital material.
- Experience of effectively supervising, motivating and developing archive volunteers.

*Note: Applicants cannot be expected to be equally strong on all the above criteria, but to provide evidence across the range, in varying strengths and combinations. iniva are committed to supporting staff in training and support to achieve the standards required to undertake the role.*

## DIVERSITY & ACCESS

We warmly welcome applications from people of all backgrounds and life experiences. We particularly encourage candidates who identify as **Black, Asian or from other Global Majority communities, disabled people, LGBTQ+ people, and people from lower socioeconomic backgrounds**, who are often underrepresented in the arts and heritage sectors, **economic** backgrounds represented in the arts and heritage sectors.

We are committed to **equity, accessibility and antiracist practice**. If you would like to share any access needs or request reasonable adjustments to the application or interview process (for example, alternative formats or additional time for a written task), please tell us when you apply — we'll be happy to **help**.

## HOW TO APPLY

Please send a **CV** and a **Personal Statement** (no longer than 2 pages) outlining your experience and why you are a suitable candidate for the role and completed [Equal Opportunities Monitoring Form](#) to [recruitment@iniva.org](mailto:recruitment@iniva.org) with '**Copyright & Digitisation Officer**' as the email subject.

Candidates must have the right to work in the UK.

## DEADLINE

The deadline for applications is **Sunday 26 April 2026 at 11.59pm**. Applications received after this time will not be accepted.

## INTERVIEW DATES

Interviews will take place in **two stages** at iniva on **5 May** and **11 May 2026**. Selected candidates will be notified by **8 May 2026** and interview questions will be sent in advance.

Candidates shortlisted for the first stage will be interviewed on **5 May**, with selected applicants progressing to a second interview on **11 May**. A short-written task or presentation will form part of the process, and full guidance will be provided in advance.

*Please note that, due to limited resources, applicants not shortlisted for the first round of interviews will not be contacted.*

## ENQUIRIES

### Enquiries about the role, shortlisting and interviews

Tavian Hunter (Living Legacies Project Manager): [thunter@iniva.org](mailto:thunter@iniva.org)

**General enquiries about the application process:** [info@iniva.org](mailto:info@iniva.org)