



PRODUCTION & RIGHTS COORDINATOR

ABOUT THE THEODORE ROOSEVELT PRESIDENTIAL LIBRARY FOUNDATION

"Believe you can, and you're halfway there." -Theodore Roosevelt

Since 2014, the Theodore Roosevelt Presidential Library Foundation (TRPLF) has been planning and building a new, ambitious kind of presidential library and museum. Other presidential libraries tell the story of a single individual, but the Theodore Roosevelt Presidential Library (TRPL) – being built more than a century after T.R.'s death – will do more than preserve history. The TRPL will be a people's library, bringing Roosevelt's values and relentless spirit to life at a critical time in our nation and world, while simultaneously championing the stories of all who "dare greatly, think boldly, care deeply, and live passionately."

The library is currently being constructed in Medora, North Dakota, with a milestone planned for July 4, 2026 – America's 250th anniversary. Participants at the TRPL will learn from – not just about – Roosevelt's story, being transformed in the same stunning Badlands that served as the fulcrum in T.R.'s incredible life story.

Guided by the pillar principles of leadership, citizenship, and conservation, the Foundation has partnered with innovative partners – like the award-winning architecture firm, Snøhetta, the exhibition and media design company, Local Projects, and the best-in-class story crafters, the Future of Storytelling – to build an institution like no other. With plans to be the most sustainable presidential library and campus ever, a revolutionary approach to interpretive design, and programming that will spread the library's message into neighboring Theodore Roosevelt National Park and beyond across the globe, the opportunity to join a talented team in building and opening this institution is truly unique.

The TRPLF's Interpretation & Engagement department has been an integral part of the Library's mission encompassing collections, interpretation and exhibits providing valuable resources for scholars, students, and history lovers alike.

JOB POSTING – PRODUCTION & RIGHTS COORDINATOR (WEST COAST/REMOTE)

"Do what you can, with what you have, where you are." -Theodore Roosevelt

TRPLF's Interpretation & Engagement team is currently accepting applications for a Production & Rights Coordinator to support the production, tracking and trafficking of assets, and procurement of intellectual-property rights for TRPL's exhibitions and other internal/external use. As the Production & Rights Coordinator you're a collaborative team player who's self-motivated, positive, and always ready to jump in and support the work. You're organized and detail oriented, proactive, and a clear communicator. You love being an information hub, the go-to for critical details. You have a strong background in research and writing, licensing, and are passionate about great storytelling.

This hybrid role reports to the Associate Director of Interpretation & Engagement and provides cross-disciplinary support around film/linear media, interactive development and production, and exhibit fabrication, and ensures deadlines are met.

Specific qualifications include:

- Minimum of two years' relevant experience in museum or visual arts publishing.
- Experience with clearing text and/or image rights for publications.
- Proven experience conducting detailed research across a variety of subjects and mediums, including printed and digital sources.
- Firm grasp of the main elements of US copyright law, public domain, and fair-use policy.
- Strong communication, organizational, writing, and administrative skills.
- Capacity to think independently and creatively.
- Ability to balance multiple projects with competing demands and short deadlines.
- Proficient in Microsoft Office (especially Excel) and Google suite, and certain elements of Adobe Suite (InDesign, Photoshop). Familiarity with digital-asset management systems.
- Basic understanding of digital-imaging standards and formats.
- Overall understanding of the publication process, including scheduling and production.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

Job Responsibilities include:

Production

- Receive, organize, and manage incoming/outgoing assets from project partners for media projects (linear media and interactive), exhibit fabrication, AV integration.
- Maintain project asset archive and ensure all final produced assets are entered for tracking, licensing, and production purposes.
- Track iterative feedback and notes on deliverable – from content developers, scholars, and key stakeholders.
- Create and maintain organizational databases for key project assets, including project folder structures, tracking matrices etc.
- Oversee the media matrix and tracking toolkits for the project. Manage updates, status tracking, ensure information is accurate and up to date.
- Licensing – track and manage all imagery, video, and audio used in media pieces for approval, licensing, and acquisition; Oversee that schedule and ensure we are getting/sending out the assets required on time. Update the team on the status of incoming assets from disparate repositories.
- Story research and development support – this may include subject matter research and synthesis, fact and data checking, image research and sourcing (specific imagery or assets related to time period or subject matter), across a range of topics, disciplines, and perspectives.
- Determine relevancy and accuracy of printed, online, and first-person resources, including academic papers, journalism, popular information networks, original art, and artifacts, etc.

Asset Research, Rights, and Permissions

- Acts as Library's point-person for procuring asset rights and permissions for exhibitions.
- Works closely with TRPL curatorial / interpretation staff, artists and estates, rights agencies, and individual rights holders to research and secure asset rights for select TRPL exhibits and media pieces.
- Negotiates permissions rates and terms of agreement with rights holders and asset archives.
- In support of licensing efforts, drafts contracts, and maintains correspondences.
- Updates and maintains physical and digital contract files.
- Handles yearly royalty tracking for licensed editions.
- Drafts image captions and photo credits in collaboration with label writer.
- Works with outside photographers to coordinate imaging and scanning for exhibits.
- Routinely works with TRPL General Counsel to update contracts as needed.
- Performs any other duties, including administrative, reasonably related to the functions described above.

BENEFITS

Full benefits include 403(b), medical insurance, dental insurance, vision insurance, life insurance, short-term and long-term disability, as well as 20 days of paid time off and 10 days of holidays. Salary ranges between \$65,000 - \$85,000 depending upon experience.

EEO STATEMENT

TRPLF is committed to creating a diverse, equitable, and inclusive environment. TRPL does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law as a provision of employment opportunities and benefits.

INTERESTED?

Please send a cover letter and resume to jobs@trlibrary.com, Required subject line designation: Production & Rights Coordinator. No phone calls, please. Only those candidates selected for an interview will be contacted.