



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

For more information, visit [degruyterbrill.com](https://degruyterbrill.com).

# Rights & Licenses Associate

## Remote Position in Poland | Part-time | As soon as possible

De Gruyter Brill is seeking a detail-oriented and proactive Rights & Licenses Associate in Poland to join our Rights & Licenses Team. In this role, you will ensure the accurate administration of licensing agreements and maintain strong relationships with third-party partners. You will be coordinating and setting up new licensing partners across internal departments and acting as the central point of contact for licensing-related communication. This position is a part-time position for 24 hours per week (60%) and reports to the Director Rights & Licenses.

### Your tasks

- Maintain accurate and up-to-date administration of all licensed content, agreements, and third-party rights, including full contract lifecycle management
- Coordinate end-to-end onboarding of new third parties in collaboration with Sales Operations, Finance, and the Metadata team
- Act as the primary point of contact for external partners and internal stakeholders regarding contract queries, invoicing issues, and content delivery requests
- Work closely with the Director of Rights and Licenses during the pre-

### Your profile

- Bachelor's degree or equivalent higher education
- Excellent command of English; German is an advantage
- Experience in publishing or basic knowledge of licensing content to third parties, or strong willingness to learn
- Experience working with contracts
- Strong Excel and data handling skills
- Experience in cross-functional collaboration
- Strong organizational and administrative skills with a proactive, hands-on approach
- High attention to detail, particularly when handling legal documents,

contract phase to support negotiations and setup

financial requests, and data entry

- Continuously review and improve administrative and operational workflows to enhance efficiency in licensing and contract management
- Build and maintain strong, positive relationships with external licensing partners to ensure smooth collaboration and business continuity

## We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance and additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

**Jessie Strang**  
**People + Culture**

Apply Now!

