Digitisation Coordinator (Collections)
Artistic Programmes
Up to £28,000 plus attractive benefits
Fixed term contract - 3 years

Over the next three years, the Royal Academy (RA) will redevelop Burlington Gardens by linking it to Burlington House to create a new campus for the arts in London. With the help of the Heritage Lottery Fund, the RA will for the first time create a comprehensive activity programme focusing on the 250-year history of the RA. We will be restoring our historic buildings and revealing our magnificent, but until now largely unseen Collection. Digitised material from the Collection will form the foundation and inspiration for a variety of projects, activities and events, to help the public explore and celebrate the RA's cultural significance and history.

This is an exciting opportunity to coordinate a project to digitise images from the Designated Collections of the Royal Academy. From artists' letters to historic books; from sculpture to drawings, and from palettes to memorabilia, the Digitisation Coordinator will work with the Collections and project teams to help deliver the Activity Plan as part of the Burlington Project.

We are looking for a committed and diligent person with experience in working with collections, libraries and/or archives. You will have had previous experience digitising art-works or archival materials interpretation. You will have collaborated with curators, archivists, volunteers, and digital teams to make art, architecture, and history come to life.

Alongside a passion for British art, delving into history, and engaging with contemporary issues in art and culture, you will have previously worked on digitisation projects in this capacity. You must have a proven track record of delivering activities on budget, and a flexible, innovative approach to work. In return, we offer a rewarding position in a growing institution and the chance to be part of the RA's future.

For a recruitment pack and application form visit our website at:
www.royalacademy.org.uk/careers

Closing date for applications: 17 October 2014
Interviews will be held: w/c 20 October 2014

JOB DESCRIPTION

Job Title: **Digitisation Coordinator (Collections)**
Up to £28,000 (Fixed term, full time for three years)
Department: Artistic Programmes (Collections, Library & Archives)
Reporting to: Senior Curator of Paintings and Sculpture

Background to Post

The Royal Academy of the Arts has been awarded a HLF grant to transform Burlington Gardens and Burlington House into a 21st Century campus for the future, and run an associated programme of activity through the *Reveal, Celebrate and Explore* Activity Plan.

Reveal, Celebrate and Explore will focus on celebrating the significant heritage of the RA drawing together our buildings, Collections and the stories of people. For the first time we will be able to make significant parts of our Collections accessible on site and online, which until now have been largely hidden from public view. The digitised material will form the foundation and inspiration for a variety of other projects, activities and events to explore and reveal the RA's cultural significance and history.

This is an exciting opportunity to be involved in a project to digitise images from the Designated Collections of the Royal Academy. From artists' letters, to plates from the Historic Book Collection, from sculpture, illustrations, paintings, prints, drawings to palettes and memorabilia, the Digitisation Co-ordinator will work with our HLF Activities Working Group to help deliver the Activity Plan in respect of the digitisation programme.

Key Responsibilities

1. To establish clear priorities for cataloguing and digitisation in line with the needs of the Digitisation Plan and the HLF Activity Plan.

2. To work closely with the rest of the Activities Working Group to select material for digitisation.

3. Organise and prepare material for digitisation by professional scanning companies as well as carry out in house digitisation and capture all relevant metadata in accordance with Imaging Guidelines.

4. Undertake cataloguing and subject indexing tasks related to the material for digitisation alongside other members of the Collections and Library Department. Ensuring cataloguing work conforms to established standards

5. To work closely with the Heritage Learning & Interpretation Manager and also with the Social Media and Content Manager to supply all necessary digital content to support the delivery of public programmes, workshops, events and to support the participation of target audiences, including online deliverables.

6. Contribute to the development of digital interpretation including the supply of relevant material, participate in workshops, and give technical assistance to ensure the creation of effective digital content.

7. To work closely with the Volunteer Development Manager to establish project volunteer roles and training in respect of Digitisation, and to directly manage relevant project volunteers working on the Digitisation Project.

8. To support and train Heritage Trainees to ensure they receive a quality traineeship and are equipped to carry out the tasks specified for them if/when assisting with the Digitisation Project.

9. To ensure all Digitisation activities are evaluated and monitored in accordance with the evaluation strategy set out in the Activity Plan, working with the Head of Audience Insight, as required.

10. To closely manage budgets for Digitisation

11. To work with Collections, Library and Archive team in facilitating the upgrading of the Asset Management System and the sourcing of an effective subject indexing solution that will serve the needs of Digitisation and HLF Activities.

12. To undertake the clearance of copyrighted material where necessary

13. To carry out all necessary administration tasks and record- keeping to support reporting on progress to the Heritage Lottery Fund and to internal RA meeting groups and Committees.

14. To carry out any other tasks necessary to ensure the Activity Plan is successfully delivered.

15. To build and extend network of professional contacts to develop knowledge of current best practice in digitisation, and participate in discussions with fellow professionals.

The successful candidate will have:
- At least 3 years curatorial or digitisation experience of working within a collections, library or archive context.
- Educated to degree level or an equivalent, in museum studies, art history or related field.
  (Post graduate qualification in a related field is additionally desirable, and/or relevant equivalent experience of collections management)
- Knowledge of technical requirements for the digitisation of art objects and documents
- Experience of creating original supporting digital content for interpretation purposes
- Experience of working with volunteers in the context of a collections or digitisation project
- Experience of managing projects on time and on budget
- A flexible, innovative and creative approach to work
- Excellent interpersonal skills including diplomacy
- Ability to work collaboratively and to take responsibility when required
- Use of software packages particularly Excel and Word, and Photoshop desirable
- Good logical, analytical and problem- solving skills
- Effective time management and an ability to multi- task effectively
- Flexible and adaptable approach with an ability to prioritise and to show initiative
- A good understanding of archive and digitisation standards and care