RA

Volunteering at the Royal Academy…Digitisation Volunteer

Background
The Royal Academy of Arts is one of the UK's leading arts institutions, dedicated to making, exhibiting and debating art. Burlington House, an ornate seventeenth century mansion in the middle of bustling modern-day Mayfair, has been our home since 1867. In 2000 we purchased nearby Burlington Gardens and have exciting plans to link these two buildings by our 250th anniversary year in 2018 – our Masterplan.

The Masterplan, which is supported by the Heritage Lottery Fund, will run from 2015 – 2018. The newly designed buildings will allow more space for visitors to engage with the RA Collection through a programme of displays and activities, in addition to improved online resources. To support this ambitious plan, we are embarking on a substantial digitisation project which aims to digitise 10,000 items from our Collection, Library and Archive.

The role
The Royal Academy of Arts Library is the oldest institutional fine arts library in the United Kingdom. It was established at the time of the Academy's foundation in 1768, to serve the needs of the Members of the Royal Academy and students in its Schools. The library has built up significant collections of books and other material relating to British art and the history of the Royal Academy, its Members, Schools, exhibitions and collections since the mid-18th century.

Over the next 3 years, 10,000 items from the Collection and Library, as well as the Archive, which forms one of the world's most significant resources for the historical study of British art since 1760, will be digitised to support the Masterplan activities. By 2018 these rich collections will be prominently displayed both on-site and online.

We are looking for passionate and dedicated volunteers to work on various aspects of the project, from the digital capture through scanning or photography, to the post-production of images for presentation online, to applying keywords to images for easy browsing and retrieval. Depending on scheduling and your individual interests, you may work on one or all segments of the digitisation project.

What is the time commitment?
For this role we're asking for one shift per week (3 hours). Shifts are available Monday – Friday, 10.00-13.00 and 14.00-17.00. Volunteers should be able to commit at least three months to the project.

What will you be doing?
- Producing digital images of various objects from our collections through both flatbed scanning and copy-stand photography

- Processing images for use in the internal collections database and the collections website
- Applying descriptive keywords to images in the database
- Promoting the project through the RA blog and other social media

What will this volunteer opportunity offer you?
- Training on our scanning and photography equipment, including introductions to many universal skills for digitisation
- Training in digital editing software for processing collection images
- Training in descriptive keywording of collection images
- Experience of working on a major heritage digitisation project
- An opportunity to work with a variety of specialists in the RA collection, library and archive team

What are we looking for?
- Interest in photography and digital imaging
- Interest in the arts and heritage
- Ability and willingness to undertake shifts of sustained and independent work to contribute to the larger project
- Enthusiasm for learning new skills and maintaining high standards of work
- A good team player with strong interpersonal skills. Will work alongside and take direction from the Digitisation Coordinator and collections staff.

Interview and training requirements
Interviews for this role are scheduled for **Wednesday 8th July** and **Thursday 9th July** volunteers should ideally be available to start mid-August.

How to Apply?
Please visit http://www.royalacademy.org.uk/careers-at-the-ra to download an Expression of Interest form and send to recruitment@royalacademy.org.uk

More information about the RA Collections is available here:

http://www.royalacademy.org.uk/collections-and-research

Please note: travel expenses will be reimbursed for this role at a maximum of £10 per day, proof of travel needed.