



## **Art UK Digital Media Manager**

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives?

We're looking for a Digital Media Manager with a meticulous eye for detail to join our friendly and dedicated team. In this exciting role you will contribute to Art UK's important work by overseeing the management, storage and preservation of all Art UK images.

### **About Art UK**

Art UK is a cultural education charity on a mission to make the art in UK public collections accessible to everyone, for enjoyment, learning and research. We enable global audiences to learn about the nation's art collection by digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art, both online and offline.

Originally focused on oil paintings, our scope has recently widened to include prints, drawings, watercolours and, most recently, sculpture. We are currently documenting and digitising the nation's sculptures – both in collections and in public spaces. This exciting project has major funding from the National Lottery Heritage Fund and is due to be completed in 2020.

We play a major role supporting public art collections by improving their accessibility and sustainability. Although we are a relatively small charity, our platform is shared by over 3,250 UK art collections and over two million people use our website each year. No other country in the world has a resource like Art UK.

Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit [artuk.org](http://artuk.org).

### **About you**

As the Digital Media Manager, you will be responsible for overseeing the management, storage and preservation of all Art UK digital assets, including Art UK's growing archive of artwork images. You will work as part of the editorial team, reporting to the Head of Editorial and closely working with the Technology Manager, Photography Managers, and the wider content and editorial teams. You will work collaboratively with other Art UK departments to contribute to our work with the UK's public collections, supplying media assets and technical support in image-related areas.

You will have experience working in digital asset management with a keen desire to keep informed of developments within the sector. You will be a proactive problem solver with excellent technology skills, keen attention to detail and high editorial standards. You will understand the importance of digital preservation, and in particular how this applies to the management of digital surrogates.

### Key responsibilities

- Management of digital and media assets including, but not limited to, Art UK's archive of artwork images, promotional images, audio and video files
- Follow best practices for digital preservation and lifecycle management to ensure that assets are appropriately safeguarded for long-term usage
- Oversee the processing and ingest of artwork images to Art UK's bespoke content management system (Qi)
- Coordinate processing of image assets, including watermarking, metadata, derivatives, and archiving of master files
- Set up and perform batch editing tasks including cropping, resizing, reformatting, file naming against preset conventions, and format conversion where required
- Maintain quality-control standards in image processing and ensure colleagues adhere to them
- Remotely line manage two Image Officers based in the Glasgow Sculpture Project office
- Liaise with art collections regarding sharing and updating Art UK images
- Report on image management, preservation and storage to management and colleagues
- Undertake training and review sessions, as required

### Necessary skills

- Essential: Experience in digital asset management
- Essential: Knowledge and experience of digital image preservation
- Essential: Skilled in use of Adobe Photoshop or equivalent image editing software
- Essential: Experience working with databases, in particular collections management databases and/or digital preservation systems
- Essential: Excellent communicator with ability to work independently and collaboratively
- Essential: Ability to share knowledge and disseminate information effectively
- Essential: Self-motivated and reliable, with exceptional time management and organisation skills
- Desirable: Skilled in use of online productivity tools i.e. Trello, Basecamp
- Desirable: Interest in art and/or heritage collections
- Desirable: Understanding of copyright and open licensing

### Contract terms and benefits

- Full-time, permanent position
- Salary £29,000 per annum
- Three-month probationary period
- One-month termination clause
- 25 days annual leave plus English Bank Holidays
- Based at the Art UK Head Office in central London

### Application

To apply, please send your CV, covering letter and a completed Equality, Diversity and Inclusion Monitoring form to [recruitment@artuk.org](mailto:recruitment@artuk.org) by 9am on Thursday 5th March 2020. Equality, Diversity and Inclusion forms can be downloaded from our website [www.artuk.org/about/jobs](http://www.artuk.org/about/jobs).

The recruitment process will include a short test and interviews will be held in London on Friday 20th March 2020. If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from job applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) any and all references to protected characteristics, names of educational institutions and indications of political affiliations.