

Candidate Pack

Digitisation Officer

Full Time, 40 hrs per week
Fixed Term Contract, 3 years



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and, before the pandemic, we attracted over 450,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- **To maintain, research and preserve the Collection for future generations;**
- **To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;**
- **To build and support a strong exhibition programme;**
- **To lay a strong financial foundation for the future; and**
- **To embark upon a Masterplan programme to transform the museum.**



Project overview

The Wallace Collection is embarking on a major project to implement an effective Collection Management System (CMS) and integrated Digital Asset Management System (DAMS). This project will enhance the Collection's ability to care for, interpret and display its important holdings, research the history of both the Collection and Hertford House and broaden access.

The Collection Systems Project team will sit within the Exhibitions and Collection Care department, comprising of Collections Management, Exhibitions, Conservation, Photography and the Picture Library.

This project is made possible by funding from The National Lottery Heritage Fund.

Role summary

The Digitisation Officer will work within the Collection Systems Project team and wider Collection Care team to support and deliver a major digitisation program of the Wallace Collection's image archives and picture library, in readiness for the migration of the Collection's records and digital assets to a new CMS and integrated DAMS.



Role description

Analogue Image Digitisation

- Support the Collection Systems Project Manager with devising the Analogue Image Digitisation project plan and project reporting.
- Undertake the digitisation of analogue materials including glass plate negatives, x-rays, black and white prints, 35 mm slides and colour transparencies to ensure that the Wallace Collection's image archive is preserved and made accessible.
- Undertake a systematic survey and assessment of Collections analogue images.
- Make a comprehensive Inventory of images including subject matter, current location and condition rating.
- Identify duplicates and prints and re-house with master transparencies.
- Scan or photograph materials to agreed house-standards, prioritising those containing objects that currently have no standard image.
- Re-house all Negatives, Film and Transparencies and Prints into PAT approved Archival Paper and Polyethylene sleeves, in preparation for transfer to cold Storage.
- Correct colour aberrations in scans.
- Undertake basic image editing to backgrounds in scans featuring object photography.
- Add basic Metadata and copyright information to digitised images.
- Add new scans to our CMS Museum+ wherever no colour standard image exists.
- Supervise the Collections Documentation and Digitisation Trainees.

Digital Asset Management

- Work with colleagues across all departments to identify digital assets stored across all Wallace Collection drives.
- Transfer all digital assets to a central, organised system.
- Collaborate with the Photographer and Digital Assets Manager to Rename existing digital images according to The Wallace Collections Approved File Naming Conventions and organise all digital assets into a filing structure that adheres to the museum's records management policy.

Standards

- Ensure all material is handled safely with the utmost of care and to museum standards.
- Ensure the image digitisation process adheres to Wallace Image standards.

Person specification

Essential

- Degree level qualification in a relevant subject, or equivalent vocational experience.
- At least one year of experience working in digitisation, photography or digital imaging.
- Experience of digital imaging, colour assessment, and adjustment; associated technologies and metadata.
- Computer literate with sound knowledge of Adobe Photoshop and a good working knowledge of MS Office 365 software packages, especially, Excel, Word and Outlook.
- Good organisation skills and the ability to effectively prioritise.
- Ability to work systematically with accuracy, attention to detail and a keen eye for detail.
- Good communication and interpersonal skills.
- Experience of working effectively independently and as part of a team.
- Flexible and pragmatic approach to work and a willingness and ability to undertake manual duties.

Desirable

- Knowledge of working with CMS and DAMS.
- Knowledge of studio photography.



Salary, benefits and working hours

The salary for this temporary post is between £27,352.00 and £29,000.00 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**
Alpha - a defined benefit occupational pension scheme (28.97%)
Partnership pension account - a stakeholder pension
- **Interest free loans after six months satisfactory service**
Interest free season ticket loan
Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 9am to 5pm with flexibility as agreed with the line manager.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **05/05/2024**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on week commencing, **13/05/2024**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: June 2024

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



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