



Welcome to the nation's art

Art UK Project Officer
Sculpture project post

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives? We're looking for a highly motivated Project Officer to join our friendly and dedicated team. In this exciting role you will contribute to the work of the Art UK Sculpture Project, working as part of a team to put newly digitised sculpture records online.

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 Heritage Lottery 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.

About You

As the Project Officer you will be responsible for processing and checking sculpture and collection data within a production team based in our Project Office in Glasgow. Ideally you will have previously worked in a data-processing or editorial role in a digital industry such as publishing or web-editing, or you will have experience in an archival role in a heritage organisation.

In your role you will accurately follow a style guide when proofreading and/or copy-editing text, and will be confident in your ability to make independent decisions when editing. You will be comfortable using a range of technology and able to learn new systems quickly, and will be excited about working in a young digital organisation that is transforming access to the nation's art.

Key Responsibilities

- Logging receipt of and filing spreadsheets containing data on sculpture from across the UK
- Proofreading and copy-editing sculpture records, in spreadsheet form and on Art UK's content management system (Qi)
- Importing sculpture records into Art UK's content management system using a spreadsheet template
- Linking sculpture records to new and existing maker records
- Effectively using project management tools like Google Docs, Trello and Slack to communicate with other staff members and track work
- Communicating with the Copyright team, Image Officers, Sculpture project Coordinators and other staff to ensure sculpture information is accurate and presented correctly
- Assisting with general administration within the editorial department

Necessary Skills

- Essential: Impeccable attention to detail
- Essential: Ability to proofread and copy-edit efficiently and to a consistently high standard
- Essential: Excellent IT skills (including Microsoft Office, particularly Excel)
- Essential: Experience using Collections Management Systems
- Essential: First-class written and spoken communication skills
- Essential: Exceptional time management and organisational skills
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Ability to work both independently and as part of a team
- Desirable: Knowledge of project management tools such as Trello or equivalent
- Desirable: Interest in art and/or heritage collections

Contract Terms and Benefits

- Full-time temporary post to December 2020
- Salary £24,000 per annum
- Three-month probationary period
- One-month termination clause
- Five weeks annual leave plus Bank Holidays
- Based at the Art UK Project Office in Glasgow

Application

To apply, please send your CV, covering letter and a completed Equality, Diversity and Inclusion Monitoring form to recruitment@artuk.org by 9am on Monday 23rd September. Equality, Diversity and Inclusion forms can be downloaded from our website www.artuk.org/about/jobs.

Shortlisted candidates will be asked to undertake a test in advance of their interview. Interviews will be held in Glasgow on Monday 7th October 2019. 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.