



Project Officer (Art UK Sculpture project)

1. About Art UK

Art UK is a dynamic arts charity with a national and global reach. The charity's mission is to open up art in public collections for enjoyment, learning and research. We do this through digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art both online and offline.

Our work contributes to the promotion and sustainability of the UK cultural sector and facilitates collaboration between cultural organisations and local and national communities. Successful partnership and collaboration are a hallmark of our organisation.

The Art UK website gives all public collections across the UK a shared digital infrastructure to showcase their artworks to audiences at home and abroad. The site was launched in February 2016, replacing an earlier offering hosted in partnership with the BBC known as Your Paintings. The BBC remains Art UK's lead project partner in a relationship that goes back nine years.

On the Art UK website there are over 200,000 artworks from 3,200 collection venues across the UK. This is the work of 38,000 artists. Collections are also able to upload pre-digitised watercolours and other works on paper.

Art UK Sculpture is a three-year national project, running from June 2017 to May 2020, using digital and physical engagement to transform the way people access and learn about sculpture. Supported by a National Lottery grant, this highly ambitious initiative will digitise 170,000 sculptures from inside public collections and outdoors in the nation's parks, streets and squares and display them on the Art UK website. A team of Coordinators, Photographers and Volunteers will be taking multiple images of sculptures around the UK, which will be available on the free website artuk.org, for learning, enjoyment and research.

For more information go to www.artuk.org.

2. Art UK Sculpture – Project Officer

Reports to: Senior Project Editor

Job Purpose: Editing, checking and transferring sculpture and collection data

Key Responsibilities and Accountabilities:

- Assist with the management of the sculpture data records on PIMS (Art UK's content management system), including transfer to PIMS, editing, proof-reading and checking

- Artist linking and updating artist information
- Undertake training and review sessions, as required

3. Experience and Qualities

Essential:

- Must be adept in use of Qi and Adobe Photoshop, as well as content management systems, MS Office and online productivity tools
- Must be able to check data and text to a very high standard and accurately follow Art UK conventions and style guidelines
- First-class written and spoken communication skills
- The confidence to engage and work effectively with a range of people, including the public, project partners, consultants, the media, volunteers, collection staff and Art UK colleagues
- Self-motivated and reliable, with a clear focus on reaching deadlines on time and on budget
- Confident working alone and in a team
- High attention to detail

Desirable:

- Interest in art and/or heritage collections

4. Contract Terms and Benefits

- Based at the Art UK Sculpture Glasgow office
- 5 days a week / 1 FTE
- Full-time temporary post to May 2020
- Salary: £24,000 per annum
- 25 days annual leave plus Bank Holidays

5. Application Process

A CV and a covering application letter should to be sent via email to Katey Goodwin, Deputy Director, Art UK, katey.goodwin@artuk.org. **Deadline: 9am, Wednesday 30 May 2018.**

If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.

Interviews will be held in Glasgow on Friday 15 June 2018.