



Welcome to the nation's art

Art UK Collections Database Officer

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 Collections Database Officer to join our friendly and dedicated team. In this exciting role you will contribute to Art UK's important work expanding our digital collection by adding prints, drawings and watercolours to Art UK.

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 Collections Database Officer, you will assist in broadening the remit of the site to include drawings, watercolours and prints. You will work closely with a range of public art collections across the UK, from collections in national and regional museums to universities and town councils. Your aim will be to add many thousands of works on paper (and new acquisitions in oil and acrylic) to sit online alongside the existing 200,000 plus oil paintings, and eventually 140,000 sculptures.

An effective communicator, you will respond to collection requests to upload works. You will also seek out interesting art to upload to Art UK and promote the benefits of participating to those collections.

You will have a high level of attention to detail, a strong interest in UK art collections, and must be technically adept and quick to learn new processes. You will play a key role in quality-assuring art records within Art UK's bespoke database and will contribute to Art UK's data harvesting initiative (a project currently in its early stages). This is an exciting opportunity to make your mark within an ambitious project and be an Art UK ambassador to a wide network of public art collections.

Key Responsibilities

- Add a significant number of new artworks to Art UK from multiple collections, ensuring data and images are provided to Art UK standards and working with the Copyright team to arrange necessary rights checks
- Act as a point of contact for collections, writing supplementary guidelines and helping them to use the Art UK Collections Portal, where necessary
- Work daily on the Qi database (Collection Management System) proofreading records, querying potential errors, linking new records with existing artist entries on the Art UK database, and ensuring any ingestion issues are reported to the Technology Manager
- Help secure stories and academic articles from content contributors (including collections and art historians) relating to the publication of new artworks on Art UK, and assist with promotion of the new artworks through the Art UK social media channels and newsletter
- General administrative support where required, e.g. meeting minutes, booking meeting venues
- Work closely with the Head of Editorial and Technology Manager to monitor and achieve the above

Necessary Skills

- Essential: High level of attention to detail
- Essential: Maintain accuracy when working on large batches of data
- Essential: Excellent IT skills (including Microsoft Office)
- Essential: First-class written and spoken communication skills
- Essential: Ability to work both independently and as part of a team
- Essential: Interest in art and awareness of UK art collections
- Desirable: Experience using Collection Management Systems
- Desirable: Proofreading experience or qualification
- Desirable: Art History or Digital Humanities background

Contract Terms and Benefits

- 12-month fixed term contract with likelihood of extension
- Full time
- Salary £24,500 per annum
- Three-month probationary period
- One-month termination clause
- Five weeks annual leave plus English Bank Holidays (pro rata)
- 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 by 9am on Tuesday 25th June 2019. Equality, Diversity and Inclusion forms can be downloaded from our website www.artuk.org/about/jobs.

Interviews will be held in London on Friday 5th July, and the interview will include a short test. If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.