



## **Collections Database and Liaison 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 and Liaison 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, watercolours and fine art photographs 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 works on paper 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 2021.

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 3,300 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 Collections Database and Liaison Officer, you will assist in broadening the remit of the site to include drawings, watercolours, fine art photography 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 250,000 artworks already online.

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 an extremely 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 processed to Art UK standards in reference to a style guide
- 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, monitoring for any ingestion issues or technical bugs
- Help secure stories relating to the publication of new artworks on Art UK, and assist with promotion of the new artworks in liaison with the Content team
- General administrative support where required, e.g. organising the Art UK Steering Panel, taking 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) and willingness to develop IT skills
- 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: Knowledge or previous experience of using SQL
- Desirable: Proofreading experience or qualification
- Desirable: Art History or Digital Humanities background

### **Contract terms and benefits**

- Full-time, fixed-term post, for 12 months (with the possibility for extension, funding permitting)
- Salary £25k 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 or from home anywhere in the UK (depending on the successful candidate's location)

## Application

To apply, please send your CV, a covering letter and a completed Equality, Diversity and Inclusion Monitoring form to [recruitment@artuk.org](mailto:recruitment@artuk.org) by **9am, Wednesday 23 September**. Equality, Diversity and Inclusion forms can be downloaded from our website [www.artuk.org/about/jobs](http://www.artuk.org/about/jobs).

CVs and covering letters must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

The recruitment process will include a test which will be sent to shortlisted candidates to complete in advance of their interview.

Interviews will be held via video call in the week beginning **12 October 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.