



Data Officer (Ceramics)

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage people with the arts? We're looking for an enthusiastic Ceramics Data Officer to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental or social barriers to accessing the arts.

About Art UK

Art UK is an art education charity on a mission to make the art in UK public collections accessible to everyone – for enjoyment, learning and research. It enables a global audience of five million people a year to learn about the UK's national art collection by digitising artworks and telling the stories behind the art. In addition to innovative engagement tools such as Tagger and Curations, Art UK is currently working on new initiatives including a major learning programme, making this a truly exciting time to join the organisation. 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.

Art UK's Ceramics Digitisation Scoping programme

The Ceramics Digitisation Scoping programme is a 12-month project, funded by The Headley Trust, to explore adding ceramics collections to the Art UK platform and telling the story of ceramics in UK collections.

Objects made from clay can already be found on Art UK, with us having recorded several hundred during our sculpture digitisation project. Although [over 900 artworks](#) on Art UK have 'ceramic' in their medium and support data field, these items represent a very small proportion of the hundreds of thousands of ceramic objects in UK collections.

Art UK's Ceramics Digitisation Steering Panel has stressed the importance of ceramics within the UK's collections and the need for greater access to the UK's ceramics for audiences across the world. This project will examine how Art UK can provide a means for people across the world to find and explore ceramics from UK collections.

About You

As the Ceramics Data Officer, you will ideally you will have previously worked in a data-processing in a digital industry, or you will have experience in an archival role in a heritage

organisation. You will be comfortable using a range of technology and able to learn new systems quickly.

You will enjoy working with people and be a good communicator. You will be well organised, determined, and full of initiative. You will be interested in art and heritage collections, and be excited about working in a digital organisation that is transforming access to the nation's art.

At Art UK you will be well-supported within a team focused on achieving Art UK's goals and objectives, including:

- Collections Database Manager, who will line manage this role and who oversees data management for the organisation.
- Director of Digital Assets, who oversees the data, image and copyright management for the organisation.
- Deputy Chief Executive, Director of Community Engagement, who is project managing the Ceramics Digitisation Scoping programme.
- Head of Digital Infrastructure, who oversees the running of the Art UK website and database, and Art UK's role in the development and management of the Museum Data Service.
- Art UK Ceramics Steering Panel, who have a wide variety of expertise and skills relating to the history, collecting and making of ceramics. Members include staff from museums, independent researchers, makers/ceramicists, academia and the art trade, with expertise on ceramics from antiquity to the present day.
- Ceramics Researcher, who will also be recruited as part of this project and who will research the nature and extent of collections of ceramics in the UK, through liaison and communication with UK public collections and through research.

Key Responsibilities

This scoping project will examine how Art UK can provide a means for people across the world to find and explore ceramics from UK collections. To do this, we will use the [Museum Data Service](#) (MDS), which will provide the means for many thousands of ceramic records to be extracted from collection databases across the UK.

The Ceramics Data Officer will create a methodology for bringing ceramics records at scale from the MDS repository onto Art UK alongside the images of the objects, if they exist, and will bring in a sample of object records to demonstrate this can be done. They will work with Art UK's Digital Assets and Digital Infrastructure teams to investigate how ceramics records are recorded within a variety of collection management systems at collections across the UK and create workflows and processes for transferring data from MDS to Art UK.

Necessary Skills

- Essential: Experience using content management or other data management systems.
- Essential: Impeccable attention to detail.
- Essential: First-class written and spoken communication skills and the confidence to engage and work effectively with a wide range of people, including Art UK colleagues, the Ceramics Steering Panel, and staff and volunteers at UK collections.
- Essential: Excellent administrative skills including Microsoft Excel and Microsoft Word.

- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time and on budget.
- 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

- Four days a week, 0.8 FTE.
- Fixed-term contract for 12 months.
- Salary £28,000 per annum (pro rata).
- Three-month probationary period.
- One-month termination clause.
- Five weeks annual leave (pro rata) plus Bank Holidays.
- Remote, work anywhere in the UK.
- Option to work at our head office in Stoke-on-Trent, or at co-working spaces UK-wide.

Benefits

- 25 days annual leave plus regional Bank Holidays (pro rata).
- Paid Christmas closure period (Christmas Day to New Year's Day).
- Flexible working hours.
- Workplace pension scheme.
- Training and development opportunities.
- Mental health and wellbeing support.
- Above statutory paid sick leave.
- Enhanced paid parental leave.
- Employee Assistance Programme.
- Monthly wellbeing hour.
- Trained Mental Health First Aiders.
- Regular staff socials, both virtual and in-person.
- Eye tests paid for up to £35, glasses subsidised up to £30

Application

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by **5pm on Wednesday 21 August 2024**. If you are experiencing issues downloading the document or require support in completing your form, please contact info@artuk.org. Forms 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.

Interviews will be held via video call on **Tuesday 3 September 2024**. If you have not heard from us within three 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 applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.