



Collections Content and Liaison Assistant

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 Content and Liaison Assistant 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 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. Our recently launched schools learning portal makes all our learning resources easily searchable through one interface and links all UK schools to the national art collection.

Over 80% of the nation's art is not on public view, and until Art UK started its work much of this art had not been photographed. Our work is helping to radically change this, making what is publicly owned, publicly accessible – to anyone, anywhere. Originally focused on oil paintings, our scope has widened to include prints, drawings, watercolours, sculpture and photography.

We play a major role supporting public art collections by improving their accessibility and sustainability. Our platform currently shows 270,000 artworks by 50,000 artists, with new content being added each day. It is an ambitious collaboration between 3,300 institutions, making it one of the largest arts partnerships put together in the UK. Our innovative Art Detective initiative helps public collections solve mysteries behind their artworks and our Shop generates much needed commercial income for them. No other country in the world has a resource like Art UK.

About You

Working within the Content team, you will support Art UK's Partner collections to create and upload content to the Bloomberg Connects mobile app and the Art UK platform. The Bloomberg Connects app aims to help improve visitor experience when visiting museums and other collections around the country. Guides on the app provide the on-site ability to learn about current exhibitions at a portfolio of participating cultural partners. Features include bespoke content, expert commentary, video highlights and way-finding maps.

You will support the Collections Content and Liaison Officer to upload content to the Connects app whilst also creating new and compelling content for both the app and the Art UK website. An effective communicator, you will offer content suggestions to the Art UK content team whilst calmly delivering completed content for the Connects app and the Art UK website to schedule. You will also coordinate the delivery of the Art Unlocked series of online talks given by Partner collections.

You will have excellent attention to detail and must be technically adept and quick to learn new processes. You will play a key role in quality-assuring content within the app's content management system and for the Art UK website.

Key Responsibilities

- Create new content for both the Bloomberg Connects app and the Art UK website – including written and audio content
- Work closely with selected Art UK Partner collections to upload data, audio and image content to the Bloomberg Connects content management system
- Ensure that the resulting app collection guides are quality assured and meet audience needs and the standards set by Art UK
- Assist Partner collections with any other work that may be required to develop their guides on the app
- Assist in informing Partner collections about the app and encouraging sign-up
- Help monitor the success of app guides you help to create
- Work with the Collections Content and Liaison Officer to ensure that systems and processes are continuously improved
- Coordinate the delivery of the Art Unlocked series of online talks

Necessary Skills

- Essential: High level of attention to detail
- 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: Excellent organisational skills
- Essential: Good time-management skills and the ability to self-motivate
- Desirable: Interest in art and awareness of UK art collections
- Desirable: Proofreading and editing experience or qualification
- Desirable: Awareness of online and on-site heritage interpretation, including audio guides

Contract terms and benefits

- Full time, fixed-term post, for 12 months
- Salary £24k per annum
- Three-month probationary period
- One-month termination clause
- 25 days annual leave plus regional Bank Holidays
- Work from home, anywhere in UK

Application

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by 9am on Tuesday 11 January 2022. 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 25 January 2022. 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.

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.