

# THE PHOTOGRAPHERS' GALLERY

<b>Post:</b>	Archivist
<b>Team:</b>	Programming Team
<b>Responsible to:</b>	Head of Education & Projects
<b>Contract:</b>	permanent
<b>Salary:</b>	£25,000 – 30,000 pro rata, 2 days per week

## **About The Photographers' Gallery**

The Photographers' Gallery is the UK's leading centre for the presentation and exploration of photography in all its forms and a dedicated home for an international photographic community. Established in London in 1971, the Gallery has been instrumental in reflecting photography's pivotal role in culture and society and championing its position as a leading art form through a rich programme of exhibitions, talks, events, workshops, courses and other activities

### **Organisational Purpose:**

**Our mission:** To champion photography for everyone

**Our Vision:** To stimulate public understanding and deeper engagement with photography and its value to society.

### **Our Key Aims:**

1. To be the UK's leading photographic gallery with international impact
2. To be the driving force for debate and new thinking about the role of the photographic image in society today
3. To place innovative learning, diversity and excellence at our core
4. To ensure long-term sustainability for the gallery and all its activities

## **Programming at The Photographers' Gallery**

The Archivist post sits within the Programming team at The Photographers' Gallery which is comprised of Exhibitions and Education staff. Programming staff are responsible for the planning, development, delivery, evaluation and archiving of: exhibitions, events, projects and related activities.

The Photographers' Gallery's Archive is both a physical space – consisting of material held within an office and storage space, as well as in off-site storage – and in digital form. The Gallery does not own a collection but instead stages a number of temporary exhibitions that change each 3-4 months. Material within the Archive consists of the following broad classes of records: exhibition/project files; events, talks, education programmes and resources; documentation of off-site projects; promotional and interpretation materials; and institutional history.

### **Principle job objective:**

- To oversee the acquisitions, management, preservation and dissemination of the collections within The Photographers' Gallery's Archive

### **Specific job objectives:**

#### Core duties:

- Appraising, prioritising and safeguarding material for preservation and retention;
- Cataloguing and digitising The Photographers' Gallery's collections;
- Overseeing and maintaining the Archive's database system;
- Setting/adhering to, and regularly updating, policy guidelines concerning the Archive (preservation, cataloguing, digitization and public access);
- Supporting funding bids for the Archive and activities related to it;
- Line managing the Archive Assistant, ensuring that their work contributes to a wider framework;
- Overseeing copyright clearance for identified material.

#### Additionally, this role will include:

- Researching and developing specific Archive content for presentation on the Gallery's website, social media or within exhibitions and displays;
- Managing a modest budget for Archive materials and upkeep;
- Answering public queries and requests for information or access, with the Archive Assistant;
- Staff training and support on ingesting new material to the archive;
- Managing and reviewing new and old archive submissions, including cataloguing backlogs;
- Participating in the wider work of the organisation.

The Gallery may also identify or foreground specific responsibilities dependent on the successful candidate's experience and interests.

### **Person Specification**

The ideal candidate will be someone with knowledge and experience of 21<sup>st</sup> century archiving practice within a visual arts organisation. The post holder will be diligent, resilient, flexible, proactive and a good problem solver with a keen eye for detail.

#### **Essential:**

- Three or more years' substantial experience in an equivalent post;
- strong commitment to digital preservation;
- exceptional project management skills, with an eye for detail;
- proven experience of working with a digital as well as paper-based archive;
- experience of records management and cataloguing to ISAD(G) standards;
- solid experience of working with archive database systems, preferably File-maker Pro;
- proven digitisation skills, with sound experience in scanning and retouching material using Photoshop and Adobe Bridge;
- excellent interpersonal and communication skills;
- ability to work independently, and as part of a team.

#### **Desirable:**

- Postgraduate qualification in archives and/or records management (ARA accredited);
- Photography/Art History or comparable degree;
- passion for photography and the visual arts;
- interest in working within a public/cultural organisation.

To apply please fill out the accompanying application form visit the Gallery's Website to download an application and job specification. Please return completed form the [info@tpg.org.uk](mailto:info@tpg.org.uk)

<http://thephotographersgallery.org.uk/vacancies>

Deadline for applications: **Monday 25 February 2019, 12.00**

Interviews to be held: **Week beginning 11 March**

*Please note:*

*Salary is dependent on experience and qualifications.*

*if you are not invited for interview your application has not been successful.*

*Applications from disabled persons are welcome. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The Photographers' Gallery strives to be an equal opportunities employer and welcomes applications from all sections of the community. Charity no. 262548.*



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