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Posted: 13 January 2022

**Post:** Archivist

**Team:** Programming

**Line Management:** Head of Education & Projects

**Contract:** Permanent

**Location:** Gallery [Predominantly office-based with remote/flexible working when required]

**Contract:**     **Salary:**  £28,000 - £32,000 pro rata, 2 days per week

**Holiday:**  22 days pa + bank holidays (pro-rata for 16 hours per week)

**Pension**:  6% Employer, 2% Employee contribution

**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, it 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. Read more about TPG [here](https://thephotographersgallery.org.uk/about-us/our-mission-vision-and-values).

**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

**About The Photographers’ Gallery Archive**

The Archive documents the history and work of TPG, and its collections consist of both physical and, increasingly, digital material. The Gallery does not own a collection of artworks. Its programme centres around temporary exhibitions, education and other projects. The Archive collection includes printed, graphic material and ephemera, documentation relating to organisational founding and administration, recorded public talks and artist/curator interviews, installation shots (35mm slides and born digital images), and correspondence. The collections are held within the Gallery building, and also in off-site storage. A large number of TPG’s audio recorded talks programme, from the 1970s to the 2010s, is duplicated within the British Library’s collection.

Public and research access to the Archive is available through pre-arranged appointment, overseen by the Archivist. Visits take place in either the Archive’s Study Room, or in the Eranda Studio, depending on the size of the material requested. Both spaces are on TPG’s 3rd floor.

**Team Description**

The Archivist post sits within the Programming department at The Photographers’ Gallery which includes the Exhibitions, Digital and Education teams. Programming staff are responsible for the planning, development, delivery, evaluation and archiving of: exhibitions, events, projects and related activities. The Archivist role will be responsible for strategic oversight and management of the Archive, and will be capable of working independently to prioritise and deliver the Archive’s and wider Gallery objectives with particular focus on how TPG’s activities, communications and organisational history can be preserved through digital means.

You will oversee the acquisitions, management, preservation and dissemination of the collections within TPG’s Archive, alongside participating in the wider work of the organisation.

**Main Responsibilities:**

Your chief responsibilities will be across four key areas:

* Collection care
* Collection growth
* Collection use
* Public access

**Outline of key tasks**

Collection care:

* appraising and cataloguing of all collections to ISAD(G) archival standards;
* basic preventative conservation measures and re-housing of archive materials;
* digitisation of material;
* overseeing and maintaining the Archive’s database;
* setting, adhering to, and regularly updating, policy guidelines in the Archive (conditions of access, handling, digitisation on demand, digital preservation, cataloguing);
* Managing a modest budget for Archive materials and upkeep;
* Line managing any paid Archive interns / placements as required.

Collection growth:

* devising and implementing a strategy to fully integrate digital-only materials (communications, online resources, for example) into the Archive;
* instructing Gallery colleagues on how to contribute collection material to the Archive;
* working with external individuals and organisations who may have materials to contribute to the Archive and its holdings;
* supporting funding bids for the Archive and activities related to it;
* identifying gaps in the collection, locating relevant materials to enhance aspects of TPG’s institutional history.

Collection use:

* futureproofing the Archive’s database and cataloguing system;
* identifying material relevant to the Gallery’s ongoing public programme;
* overseeing copyright clearance for identified material;
* overseeing and tracking researcher appointments;
* facilitating national and international loans of material to established institutions/organisations.

Public access:

* answering public queries and requests for information or access;
* developing, with Education staff and if appropriate, a public workshop programme offering basic archive training skills while supporting the development of metadata and cataloguing of TPG’s collections;
* researching and developing specific Archive content for presentation on the Gallery’s website, social media or within exhibitions and displays;
* establishing, with other relevant staff, an online Archive Hub that will enable public access to TPG’s Archive catalogue by end of 2024.

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

**Person Spec:**

The successful candidate will be a qualified professional with knowledge and experience of archiving practice within a visual arts organisation, with an interest in photography. We expect all candidates shortlisted for interview to demonstrate the following qualifications, experience and interests at application/interview stage:

**Ideal experience/skills:**

* Three or more years’ experience in an equivalent post;
* Postgraduate qualification in archives and/or records management (ARA accredited);
* Proven experience of working with a digital as well as a paper-based archives;
* Strong knowledge of and commitment to digital preservation;
* Exceptional project management skills, with an eye for detail;
* Knowledge of preventative conservation methods;
* Passion for photography and the visual arts;
* Interest in working within a public/cultural organisation;
* Experience of records management and cataloguing to ISAD(G) standards;
* Solid experience of working with archive database systems (preferably Filemaker Pro);
* Proven digitisation skills, with sound experience in scanning/photographic software,   
  and retouching material using Photoshop and Adobe Bridge;
* Excellent interpersonal and communication skills;
* Self-motivated with an ability to work independently, and as part of a team.

**Whilst the above person specification offers a useful guide to the experience level expected, we encourage applications from anyone who feels they could bring alternative, equally beneficial skills, experience and perspective to the role.**

The Photographers’ Gallery is committed to equal opportunities and encourage applications from all persons without discrimination.  We particularly welcome applications from people currently under-represented in the arts sector.

To apply please download an application form from <https://thephotographersgallery.org.uk/about-us/vacancies> and email completed applications to [vacancies@tpg.org.uk](mailto:vacancies@tpg.org.uk) with subject header**: ARCHIVIST**

**Deadline for applications:  12.00 noon, Monday 7 February 2022**

**Interviews scheduled from:  w/c 14 February 2022**

*Please note: if you are not invited for interview, we are sorry but your application has not been successful.*

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