

**Role Title: Photographic Collections Project Curator**

**Reporting to: Rare Book, Map and Music Collections Manager**

**Salary:** **£26,700 (Pay Point F)**

**ROLE PURPOSE**

Photographs are currently spread among several of the Library’s collections. The principal aim of this year-long project is to identify the photographic collections, and provide recommendations for their future collection management.

The Curator role is vital to the achievement of the Library’s strategic objectives, and plays a significant part in setting scholarly and professional standards of work for the Collections and Research team. This post is funded by the Graham Brown Trust.

This project role will work across the four sections of Collections and Research which are involved in collection development and interpretation: General Collections, Rare Books, Maps and Music Collections, Manuscripts and Archives Collections and the Moving Image Archive. The project curator will bring together information on the photographic collections and advise on their description, storage, digitisation and access.

**DUTIES AND RESPONSIBILITIES**

The Photographic Collections Curator will lead and take responsibility for the development, curation and promotion of photographic collections.

**Curatorial duties and responsibilities:**

* conduct a survey of the Library’s photographic collections
* coordinate finding aids, inventories and catalogues and advise on metadata standards and description requirements
* to contribute to the creation of collection development policies, priorities and practices for the photographic collections, and for liaising with other relevant staff on shared interests
* build relationships with other organisations with photographic collections, appropriate professional groups, and researchers and research organisation
* promote and create coordinated web access to the photographic collections
* act as a centre of expertise for the photographic collections and their management, developing relationships with key partners including relevant staff and external organisations.

**The curator will:**

* contribute to the development of policies and practices for collection processing and management, and manage risks to the quality, integrity and safety of the collections while ensuring that they remain as accessible as possible
* ensure that collection and access practices comply with legislation, including intellectual property rights, data protection and freedom of information legislation
* work in collaboration with Collections Care staff to ensure the preservation of the collections, particularly by identifying collection items in need of conservation and participating in joint decisions on treatment and care
* work in collaboration with Library staff and external partners on projects and programmes which increase digital access to the collections, by identifying items for digitisation and contributing metadata, contextual and interpretative content
* contribute to training and awareness for staff
* participate in events, projects, working groups, internal and external forums as appropriate, in accordance with the agreed work plan, and identify and initiate projects in line with Collections and Interpretation strategy and planning and as agreed by the Head of Section and/or Head of Collections and Interpretation
* prepare appropriate reports for the departmental management team and other groups as required
* in all their work follow Library policies and procedures.

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**CORE COMPETENCIES**

**Delivering Results (Core) –** Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core) –** Understand and, within our capability, meet actual and potential internal and external customers’ needs.

**Collaborative Working (Core) –** Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs.

**FUNCTIONAL COMPETENCIES**

**Collections focus -** Understand the collections and their needs. We recognise that the needs of collections may sometimes be at odds with the desire to make them accessible and exploit them.

**Specialist knowledge and skills -** Build up a body of specialist knowledge and apply and share it appropriately.

**Understands collections’ context -** Use judgement and make decisions about collections within an informed professional framework

**PERSON SPECIFICATION**

**Skills, abilities and knowledge**

***Essential***

* Knowledge of historic photographic production methods and ability to differentiate between them
* Excellent interpersonal skills, with ability to build positive working relationships to engage staff at all levels across the Library and to work effectively with external stakeholders
* Good analytical and problem-solving skills, combined with the ability to make complex evidence-based decisions
* Excellent verbal and written communication skills, including the ability to explain complex issues to a wide range of audiences and to convey information in an engaging and effective way
* Good IT skills, particularly with MS Office applications, combined with an awareness of library systems and digital library developments
* Ability to work independently without close supervision, to be self-motivating and act with judgement and initiative
* Ability to plan, prioritise and manage a diverse programme of work, and to deliver planned work to deadlines with the flexibility needed to respond to new demands
* Good understanding of the role of national and research libraries, the needs of their users, and the wider research environment
* An honours degree in a relevant subject or equivalent experience working with photographic collections
* A relevant professional qualification or equivalent experience

***Desirable***

* Understanding of collection care and security issues related to photographic materials, and ability to handle vulnerable items with care
* Presentation skills and media awareness
* Excellent general knowledge and current awareness of Scottish history, literature and culture
* Awareness of collections and services provided by other information providers and cultural bodies in Scotland

**PERSONAL QUALITIES**

***Essential***

* Strong self-motivation
* Interest in, and enthusiasm for photography and photographic history
* Commitment to delivering effective results
* Commitment to accuracy, with a strong desire to achieve consistently high standards

***Desirable***

* Understanding of collection care and security issues,
* A post-graduate research degree
* Familiarity with social media and internet developments
* Presentation skills and media awareness

**EXPERIENCE**

***Essential***

* Experience of working in a curatorial or similar role in an archive, library or similar organisation

***Desirable***

* Experience of creating or managing digital resources
* Experience cataloguing or creating descriptions of photographic materials

**Further Information:**

Applications to be submitted via our recruitment site:

[http://www.the Library.engageats.co.uk/Welcome.aspx](http://www.nls.engageats.co.uk/Welcome.aspx)

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.