

JOB DESCRIPTION



Job Title	Head of Photography and Digitisation	Duration	Permanent
Division	Collections Care and Access	Hours/FTE	36
Dept	Photography and Digitisation		
Reports to	Director of Collections Care and Access	Direct Reports	Photographers (x6) and Digital Imaging Assistant (x1)

Context

The V&A is the world's leading museum of art, design and performance, and the custodian of an extraordinary and extensive collection spanning decorative and applied arts. Working with and for our visitors, we are changing how our extensive Collections are cared for, seen, understood and enjoyed.

The mission of the Collections Care and Access division is to manage, preserve, and provide access to the V&A's collection in both physical and digital format, working across multiple V&A sites, at South Kensington, Bethnal Green and in Stratford. The Division is made up of the following departments: Conservation, Technical Services, Collections Management, Photography and Digitisation, and Collections Access.

The Photography and Digitisation department serves as a visual hub for the V&A, operating across multiple sites, and with studios in South Kensington and in Stratford. The team undertakes imaging of the museum collections, its activities, people, and estate that are used for collections management, public access, exhibition catalogues, V&A publications, commercial sales and press and marketing activities. They also undertake imaging for external partnership publications commissioned by the V&A.

The department is also responsible for the programme management and coordination of digitisation and cataloguing initiatives across the museum and supporting the governance of this work. The team also cares for the negative, transparency and digital archives created by the Photographic Studio since 1856.

Main Purpose of job

The Head of Photography and Digitisation is responsible for the operational planning, management and development of the Photography team, delivering consistently high standards of photography and imaging services across the V&A. The post holder plays a leading role in developing expertise in photography and digitisation, contributing to research, supporting development, enhancing practice and raising the profile of the department internally and externally,

The Head of Photography and Digitisation leads and directs the work of the Photography team, deployed across the V&A sites and on location, and co-ordinates the museum's programme and photographic services on time and within budget on behalf of the team. The Head is also responsible for oversight and coordination of digitisation initiatives across the museum.

Key Responsibilities

Establish a clear mission and purpose for the Photography and Digitisation team and engage staff in achieving the V&A's strategic vision.
Manage, direct and schedule the work of the Photography and Digitisation team, including permanent and contract staff, ensuring that staff are aware of their contribution to key tasks. Establish and maintain effective communication channels and empower staff to take responsibility.
Be responsible for image management systems and databases, and preservation procedures for all digital assets within the Photography and Digitisation department.
Maintain excellence, quality and consistency of photographic services, image capture and processing, monitoring output across the team and ensuring that agreed standards are met.
Play a leading role in co-ordinating and overseeing projects and initiatives across the museum's range of digitisation activities and commitments, providing governance and programming support to these initiatives.
Manage work areas including the Photography and Digitisation team studios at South Kensington, Blythe House and Stratford to ensure they are fit for purpose, safe and efficiently run. Liaise with staff in Security, Estate and external contractors as required.
Manage the budget for the Photography and Digitisation team by tracking expenditure, prepare budget proposals, plan and review forecasts and achieve best value for money.
Liaise closely with other V&A departments on cross-divisional operations, projects and objectives as required.
Embed a preventative approach to care for V&A's collections, ensuring that all photographic staff are trained in object handling and that handling, storage and equipment checking procedures are in place and adhered to.
Undertake research and dissemination in the specialist field of photography and imaging, supporting research initiatives across the museum and contributing to the wider sector.
Be responsible for Health and Safety, regularly review COSHH, risk assessments, method statements and working practices. Ensure Health and Safety compliance are integral to the culture of all activities.
Maintain current asset register, maintenance schedule and statutory test dates for all work equipment, including management of PPE.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

Person specification

Job Specific	Professional qualification, or equivalent, in photography and imaging specialism.
	Proven leadership and management experience within the cultural sector. Ability to influence and persuade. Critical thinking.
	Recognised as a leader in the field, through innovation and new ways of working, able to provide clear and effective leadership of skilled practitioners.
	Significant professional experience of photography and imaging specialism within a major museum or gallery environment or equivalent.
	Significant knowledge of photography and imaging principles and practice including awareness of, and ability to respond to, new and emerging national and international guidelines, practice and technologies in photography, imaging and related fields.
	Demonstrable operational planning, process re-engineering, administration and budget management experience with excellent organisational and project management skills.
	In depth knowledge of Health and Safety legislation and ensure implementation and compliance.
Core Skills	Experience of leading and developing high performing teams and able to demonstrate previous experience of successfully managing people.
	An excellent team player with the ability to generate ideas and drive projects forward whilst being inclusive and maximizing the talents of others in the team or involved with the projects.

	Demonstrable analytical and problem-solving skills.
	Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis
	Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
	Experience of using MS Office and other relevant IT systems to an intermediate / advanced level
	Significant experience of managing and prioritizing a high workload and multiple complex issues and tasks in a changing environment with tight deadlines
	Demonstrable financial and budget management skills and experience.
Behaviours	<p>Respects others' expertise, time, perspectives and contribution.</p> <p>Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes</p> <p>Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and, engaging way.</p> <p>Actively leads and manages others, taking ownership of corporate decisions and role models positive behaviours.</p>
Desirable	<p>Experience of image management systems and project management qualification and experience.</p> <p>Knowledge of the V&A and its collections.</p> <p>Experience working with a collections management database system.</p>

Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.