

Picture Librarian (Maternity cover, part time)



The Wallace Collection

THE WALLACE COLLECTION

The Wallace Collection is a collection of the fine and decorative arts formed in the eighteenth and nineteenth centuries by four successive Marquesses of Hertford and the 4th Marquess's son Sir Richard Wallace. It was left to the British Nation in 1897 and opened as a national museum in June 1900 in Hertford House, a grade II listed building in central London. It is generally recognized as one of the richest and most representative collections of fine and decorative arts in the world. The Wallace Collection is managed by a Director who reports to a board of Trustees appointed by the Prime Minister and is financed by a combination of grant-in-aid from central government and self-generated income.

THE COLLECTIONS SERVICES DEPARTMENT

The Picture Library is part of the Collections Services Department which encompasses Library and Archives, Collections Management, Picture Library and Photography, which is in turn part of the broader Collections Department of the Wallace Collection.

OVERALL PURPOSE AND ROLE

The Picture Librarian manages the Collection's Picture Library, an important service for external and internal users which also has a duty to maximise income for the Collection through the sales of images and reproduction rights to private, academic and commercial customers. Therefore the Picture Librarian has to balance the sometimes conflicting objectives of income generation with care and scholarly access to the Collection's images resources. This position also advises staff on photographic and intellectual property rights issues.

This is a maternity cover post and is expected to run for one year.

RESPONSIBILITIES

The principal responsibilities of the Picture Librarian are:

Picture Library

Manage the Picture Library, according to the Wallace Collection's interest and industry best practice, and making every effort to maximise income against agreed targets;

Process enquiries and requests for images and for reproduction permissions, which may be received by telephone, e-mail, letter or fax;

Negotiate fees, prepare and dispatch invoices and liaise with Finance Department;

Prepare and dispatch material to customers, ensuring only suitably high quality images are supplied, and are accompanied by necessary information on credit line, contact details etc. Monitor and ensure safe return of images on hire within agreed times;

Maintain up-to-date details of the Collection's image sale, hire and reproduction fees and provide information as required;

Along with the Photographer, maintain the Collection's Picture Library (analogue and digital collections) in good order, aspiring to have images of all works of art in the Collection available, of the requisite quality, correctly labelled, filed (manually or electronically) and operate an effective booking out system for colour transparencies and 35mm slides;

Co-ordinate digitisation of material through external photographic services;

Co-ordinate requests for new object photography in liaison with the relevant curators, using either the Photographer, or freelance photographers, as appropriate;

Ensure that requests made to the Picture Library to reproduce images in publications are always made conditional on receipt of a copy of the publication and liaise with Library staff over their subsequent receipt;

Manage relationships with third party picture agencies representing the Collection's images, respond to their enquiries promptly and ensure that contract conditions are abided by, and that income from these sources is maximised;

Source photographic material and reproduction rights for in house publications and exhibitions for other departments as required;

Manage the Collection's online print sales website Wallace Prints, liaising with - and monitoring the performance - of the company running the website and service;

Respond to researchers, members of the public and staff who have questions about the policies and procedures regarding photographs being taken in the museum;

Keep up-to-date with changes within the photography and picture library industries, with a particular emphasis on technology, pricing and intellectual property rights issues. Advise Wallace Collection staff on same issues;

Respond to enquiries about commercial Photography and Filming shoots, arrange and supervise shoots in the best interests of the Collection;

Undertake any other collections, picture library, image management tasks as required;

Administration and Management

Assist the Head of Collections Services monitor the Picture Library budget;

Be self-administering and maintain effective administrative systems;

Other

Represent the Collection to visiting professionals, scholars and students;

Contribute to the Collections Services part of the quarterly Trustees' Reports and three-yearly Corporate Plan;

Comply with Equal Opportunities and Health and Safety policies at all times;

Manage both the paper and electronic records of the Picture Library in accordance with the Wallace Collection's Records Management Policy;

Working as a key member of staff within a small institution, the Picture Librarian may be required to carry out other duties from time to time, including attendance at evening and weekend events.

KEY RELATIONSHIPS

Photographer

Head of Collections Services

Collections & Academic Director

Collections Department

Retail

Press & Marketing

Finance

External agents and associated bodies

REPORTING STRUCTURE

Reporting to the Head of Collections Services, Countersigned by the Collections & Academic Director

PERSON SPECIFICATION

Essential Requirements

Specialist

At least 2 years Picture Library experience including picture research, image order processing, fee negotiation and invoicing;

Good knowledge of analogue and digital image file formats, naming and metadata standards and experience of their application in a heritage context;

Experience of digital and analogue image capture, scanning, editing and proficiency in Adobe Photoshop;

The ability to maximise income generation in a non-commercial environment;

Applied knowledge of copyright and IPR issues for both analogue and digital media;

Experience of sourcing images and clearing rights for publications;

General

Educated to degree level;

Demonstrable experience of working independently and using initiative;

Ability to identify and prioritise needs and to work systematically to standards and targets with accuracy and attention to detail;

Ability to build effective working relationships and experience of working in multidisciplinary teams;

Flexible and pragmatic approach to work and a willingness and ability to undertake manual duties;
Desirable Requirements

Experience of managing third party image licensing agreements;

Experience of co-ordinating and supervising commercial photography and filming;

Experience of project management.

REMUNERATION AND WORKING HOURS

The salary for this post will be circa £21,000 per annum, pro rata. In addition, the post-holder will receive 25 days paid annual leave, pro rata (plus 2.5 "privilege" days), membership of a occupational pension scheme and an interest free season ticket loan (after six months' service).

The post-holder will be required to work 32 hours per week, the equivalent of four days. Flexible working arrangements are available.

DURATION

This post is offered as a fixed term contract for a period of 12 months.

Closing date for completed applications: Sunday 4th March 2012

Interview date: Wednesday 21st March 2012

An application form can be found and downloaded from our website www.wallacecollection.org. Alternatively, you can write to the Personnel Department, The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN for a postal application pack. Please note that CVs will not be accepted.

Location:	Wallace Collection, Manchester Square
Category:	Librarian
Duration:	
Type of Contract:	Temporary
Hours:	Part Time
added: Feb. 21, 2012	deadline: March 4, 2012

More information: <http://www.wallacecollection.org/>