



Full Time Archive Manager
18 months Full Time Fixed Term Post July 2018- December 2019

Overview

Autograph is recruiting for a full time **Archive Manager**. This post will be offered on a fixed term basis for 18 months.

Between 2018-20, with funding assistance from the Heritage Lottery Fund, we are improving our systems to care for, manage and make use of our important photographic archive, securing the collection for the future, and developing new ways to earn income from this resource.

This fixed term post has been created to manage a technical, administrative and capacity building programme in the Archive and to implement a new improved collection management system for the archive. The objective is to free up time for the Senior Curator/Head of Archive & Research to focus on developing new strategic business opportunities. The post is supported financially by the Heritage Lottery Fund.

This pack includes the following information:

- About us: a brief description of Autograph ABP
- Organogram
- Role Description and Person Specification
- Statement on Equal Opportunities
- Application Form
- Equal Opportunities Monitoring Form

Deadline for applications: Friday 4 May 2018 by 5pm.

We regret that applications received after that time will not be considered

Interviews will be held on Wednesday 23 May 2018 at Rivington Place.

You must use our application form to apply for this role; please do not just send a CV as we won't consider it.

Please send your application by email to: info@autograph-abp.co.uk

The subject Line for the email should be **Archive Manager**.

If you wish to send your application by post, address it to:

Administrator
Autograph ABP
Rivington Place
London EC2A 3BA

If you have any queries regarding the application process please email cherelle@autograph-abp.co.uk We look forward to receiving your application and thank you for your interest.

1. About Us

Autograph was founded in 1988 (Charity Number 1127712).

It is a well established arts charity based in Shoreditch with funding support from Arts Council England and other stakeholders including Heritage Lottery Fund and Trusts and Foundations.

Our mission is to use photography to address issues of cultural identity, social justice and human rights.

We do this through producing an annual programme of exhibitions and events, commissioning and presenting work by fine artists and managing and developing our photographic archive, at our award-winning building Rivington Place. It contains two galleries, small scale screening facilities, a brand new learning studio and purpose built storage for our photographic archive.

Some of our exhibitions also tour, we loan work from our archive and we publish books about photography, sell prints and develop artistic projects in collaboration with other organisations nationally and internationally.

At Autograph we are very committed to our audiences and we are successful at reaching out to and including many different people with a wide range of interests through all that we offer. In particular our programme is aimed at attracting young people, first time visitors and non-traditional visitors to cultural organisations. We welcomed over 37,000 people during 2017/18 and our projects reached many thousands of other people worldwide through touring and publishing.

For more information, please visit our website: www.autograph-abp.co.uk.

2. About our Archive

Collection development

The Autograph Archive with its permanent collection of photography is an important strategic resource. Since its foundation in 1988, Autograph has been collecting and archiving material which reflects our mission: *to use photography to explore questions of cultural identity, representation, social justice and human rights.*

Initially we did this through commissioning and collecting works made by contemporary artists from diverse cultural backgrounds. Latterly we have received support from the Heritage Lottery Foundation to acquire important historical works which complement our mission.

Public Access

Our archive is stored in a small but specially designed climate controlled store at Rivington Place, part of our office environment. We do not have space or resource to make the collection available on an open access basis to the public but we do offer a bookable appointments system for anyone who wants to make an enquiry about the archive.

Collection Content

Our collection includes circa 5,000 prints, more than 10,000 negatives, and several thousand digital and analogue contact sheets plus related ephemera. A digital

archive comprises about 4,500 high and low resolution files.

Photographic works in the collection date from the 1860s to the present day, and encompass examples of works made by a range of artists, photographic genres and themes. The archive features the work of renowned fine art practitioners, social documentary photographers, vernacular family photography and high street studio portraiture, covering key periods in the formation of diasporic communities in Britain, such as the Windrush generation as well as the earliest examples of black people photographed in the UK during the Victorian era.

Much of the material is uniquely available through Autograph.

Autograph Programmes: Collection Use

Collection material regularly informs and contributes to our contemporary exhibition, publishing and public events programmes. The archive and the contemporary exhibition and events programmes offered by Autograph at Rivington Place remain in constant dialogue.

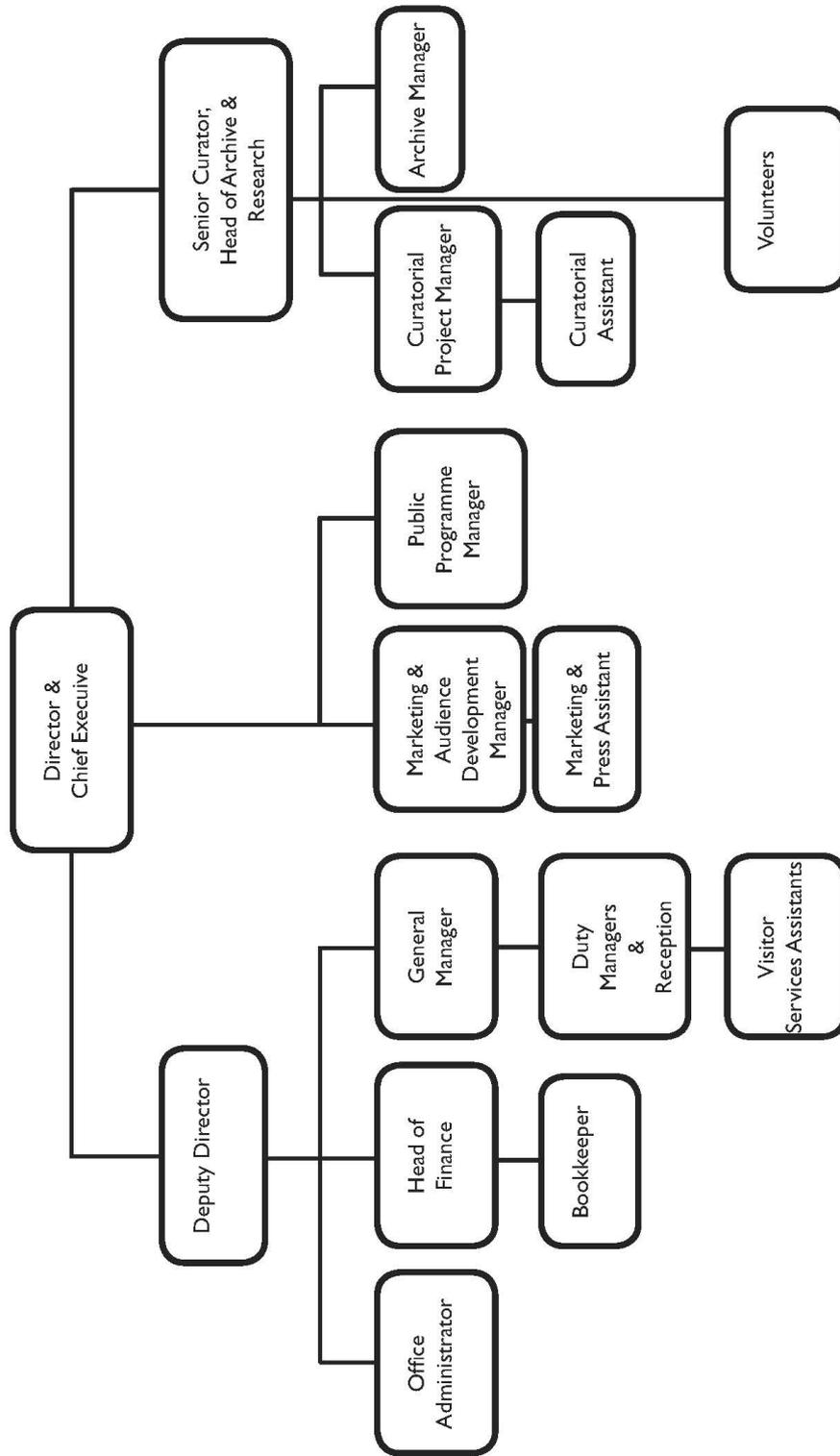
New work from living artists commissioned by Autograph enters the archive to form a legacy for the future. We use the archive as a learning resource in a wide range of formal and informal learning settings both on and off site for all age groups and offer a series of educational resources and simple display materials featuring selected collection material for community and outreach use.

External Archive Services

Our collection assets help to support the costs of delivering the charity's activity programmes. We offer the following fee based services through our archive:

- Limited edition print sales for select artists represented
- Loans to institutions of works for exhibition purposes
- Licencing of select images for editorial use
- Touring exhibitions for hire
- Consultancy and advisory services to support photographic collection development and acquisition for private individuals and public institutions

Autograph ABP Organogram



3. About our Resilient Heritage Programme 2018-20

The aim of this two-year programme is to strengthen our unique photographic archive, updating and standardising our operating systems and caring for the objects in our collection, to secure this critical resource for the future, which is essential to delivering our mission.

By doing this we will make the archive more accessible to all staff and to the many communities with whom we work. Over 2018-20 we will implement a robust collection management plan, develop new business opportunities and make both the archive and current projects arising from it, more visible on-line and physically in our building.

July 2018 marks the 30th Anniversary of the founding of Autograph. This is an important milestone (so many of our peer organisations have not made it this far), and a testament to the contribution of black British artists and institutions to UK cultural life. Since 2007 harnessing the resources of the archive and linking these to contemporary commissioning activity with artists we have delivered:

- 200 plus public engagement events, including image projections, pop-up photo-studios, panel discussions, workshops, talks and tours.
- Four artist monographs (2013 - 2015)
- One research publication (forthcoming 2018) and three related broadsheet publications (2008; 2010; 2012)
- Three sets of strategic learning resources: print and digital (2011 2016, 2017)
- Five major Archive and Current projects exhibitions (2010 – 2016), and four smaller displays (2010 – 2016).

In summary, our Resilient Heritage programme aims to ensure that we can continue to generate high quality exhibitions, research, education and outreach programmes, enable artists to explore its contents, welcome learners from all backgrounds and interests and to use it and to run selective campaigns which speak to questions of human rights social justice and representation for the next 30 years and beyond.

4 JOB ROLE

Post:	Archive Manager
Hours:	Full time: 35 hours per week
Accountable to:	Senior Curator/Head of Archive & Research
Salary:	£30,000 p.a. 18 month fixed term contract
Benefits:	20 days holiday p.a. and pension scheme

Autograph ABP is undertaking an 18 month programme of work between 2018-20 designed to:

- Consolidate care, cataloguing and management of its important photographic archive
- Enhance income generating potential from archive assets.

This fixed term post has been created to manage a technical, administrative and capacity building programme in the Archive and to implement a new, improved collection management systems for the archive. The objective is to support the implementation of new systems for cataloguing and archive management, and to free up time for the Senior Curator/Head of Archive & Research to focus on developing new strategic business opportunities.

Key Purpose of Role

The appointed **Archive Manager** will:

- Plan and implement an improvement programme of collection care and cataloguing to secure the collection for the future including assessing potential to achieve accreditation
- Build capacity in the core staff team and regular freelance specialist in archive use and care
- Support strategy designed to maximise the earning and fundraising potential of the archive and its assets

Main Duties & Responsibilities

- Review the archive holdings – both digital and analogue - assess and prioritise conservation needs and develop implementation plan to deliver a full catalogue record which ensures all existing and new works in the collection are accessible, documented and preserved according to relevant BS5454:2000 standards, following established industry guidelines for the cataloguing of archival photographs and art works.
- Review technical requirements and identify options for new cataloguing systems which are fit for purpose and future proofed; select supplier, and develop role as lead in house 'trainer.'

- Review and update all policies to test compliance with current best practice standards; identify and produce new policies and strategic documents required to ensure optimum archive care and management systems are embedded in the organisation.
- Carry out scoping exercise to produce options appraisal, identify strategy to deliver formal archive accreditation and an implementation plan if appropriate.
- Undertake Training Needs Analysis to identify group and individual training and professional development plans for key staff who use and develop the archive.
- Train Autograph team in cataloguing, introduce skills in interpretation and labelling for uncatalogued assets and in correct record management processes. Oversee and review cataloguing activity on an ongoing basis.
- Develop a volunteer plan to support ongoing Archive cataloguing (and research if appropriate); prepare a training and recruitment plan and implement.
- Oversee preparation of works selected for loan, editioning and/or sale and offer logistical and technical support to projects led by curatorial staff, including advice on preliminary research and best practice when considering acquisitions, donations, loans etc.
- Review and manage archive contracts, purchase or sale agreements and license agreements to professional standards ensuring good governance and administration. Support the maintenance of communication and contractual agreements with artists and estates around works represented in the archive/collection.
- Provide logistical support necessary to ensure optimum collection care and management in activities designed to market and promote the archive.
- Review the maintenance of preservation equipment and systems for the Archive; ensure that archiving materials and methods are in keeping with professional practices for collection management and meet BS5454.
- Ensure appropriate documentation, monitoring and evaluation of all aspects of the Archive programme are arranged and delivered.

- Contribute to strategy designed to secure philanthropic funding for and generate income from the archive to support future sustainability of the project.

Administration

- Cost plans for project delivery; produce, monitor and work within budgets as agreed with senior staff.
- Contribute to evaluation and other reports necessary for external funders, for Autograph ABP's annual reporting and for internal evaluation purposes.
- Represent the organisation at external events, with peers, and to all relevant stakeholders.
- Attend regular team and management meetings, and periodic project reviews
- Undertake any other duties as required by the senior staff.

PERSON SPECIFICATION

Qualifications & Experience

- A minimum of BA qualification in the field of archive or museum studies – preferably with a post-graduate degree or equivalent experience gained through management of an archive. We would also expect to see accreditation by a recognised professional body.
- Experience in archiving photographic material.
- A minimum of two years relevant professional experience of managing and developing archive resources to best practice standards including technical implementation of systems.
- Proven experience in managing access strategies which can meet the needs of informal archive users through to experienced academics.
- Proven track-record in project management and experience.
- Awareness and appreciation of photography and film use by visual artists
- Experience in the production and presentation of accessible public information
- Experience in managing and developing volunteers
- Experience in training volunteers or staff in preservation care and collection management

Knowledge & Skills

- Practical knowledge of archive management and knowledge of cataloguing standards and database systems, including knowledge of British archiving standards including BS:5454
- Track record in producing policy documents and strategic plans to support collection care and management and designed to ensure to optimum conservation and preservation standards are maintained
- Knowledge of how to work with individuals and institutions who require archive related services (e.g. loans, image licencing, editioning, touring and collection consultancy)
- Excellent communication skills, both verbal and written, capacity to interact with people of all ages and backgrounds, willingness and ability to engage with diverse audiences.
- Proven research skills
- Project planning, management and review skills to meet clearly defined timelines and outcomes
- Experience in managing budgets and in supporting income generation efforts from commercial and non commercial sources.
- Ability to produce high-quality written work and an eye for detail in reporting to multiple stakeholders
- Strong skills in using ICT including Word and Excel

Personal qualities

- A creative, resourceful, and flexible approach and a desire and ability to think differently and critically; capacity and initiative to recommend solutions and solve problems
- Interest in and curiosity about contemporary and historical photographic art
- Ability to work on own initiative, prioritise a work programme which requires multi-tasking and involves managing multiple projects simultaneously
- Willingness to participate flexibly as a member of a small team to support colleagues and take direction from line managers
- Ability to establish and maintain positive, effective working relationships with artists, collectors, advocates, visitors, volunteers, and colleagues externally
- Commitment to promote positive measures to eliminate discrimination
- Willing to work flexibly including evenings and weekends when necessary.