

VACANCY INFORMATION PACK



PHOTOGRAPHY TEAM LEADER

Closing Date:

11pm on Sunday 27th January 2019

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This section contains important instructions for completing your online application. Please read and then complete your online supporting statement.

OUR MISSION AND VALUES:

At the Science Museum Group, we make it our mission to **Inspire Futures**. Our talented and dedicated colleagues are guided by five values that encapsulate simply what we're all about:

- we **think big**, pushing the limits of what's possible;
- we challenge ourselves to **reveal wonder**;
- we use our passion, expertise and creativity to **share authentic stories**;
- we aim to **ignite curiosity** in our audiences and our colleagues; and
- we take pride in being **open for all**

PHOTOGRAPHY TEAM LEADER

Department:	Collections Services	Type:	21-month fixed term contract
Location:	Blythe House, London	Hours:	35 per week
Reports to:	Collections Conservation & Moves Manager	Salary:	£28,000 + benefits
Date:	January 2019		

ABOUT ONE COLLECTION:

As the largest and most ambitious programme the Science Museum Group has undertaken in recent times, One Collection will transform how we care for, access and share our internationally significant collection with the world.

Over the next five years we will study, photograph and transport 320,000 objects from Blythe House in West London to a new purpose-built collection management facility at our National Collections Centre in Wiltshire. This new facility will house over 80% of the Science Museum Group Collection, and from 2023 will open regularly through a varied programme of public tours, school and research visits.

Moving this vast number of objects has created opportunities to improving access to the collection and increase public engagement. We will engage more diverse audiences with our collection through a varied programme of activities, including an unprecedented digitisation project which will create one of the most extensive online scientific collections in the world. One Collection will enable anyone, anywhere and at any time to discover the richness and diversity of the Science Museum Group Collection, ensuring we continue to inspire futures for generations to come.

ABOUT THE ROLE:

As Photography Team Leader you will play a key role in delivering 'record-shot' object photography for the collections prior to their relocation. This is a fast-paced project to create a high volume of record shots of the historic collections.

You will lead a team of Junior Photographers to deliver the photography workflow. You will manage the daily operations of the team, who will be working systematically and rapidly through the collection. You will be working to ensure objects are imaged to meet our packing schedule. with support from our volunteer manager, you will supervise a group of volunteers who assist the junior photographers with their work, this will include recruiting and training.

WHAT YOU WILL BE DOING:

- Supervising and supporting the team of trained Junior Photographers to maintain consistent quality and output.
- Organising and managing the team's daily work in accordance with the decant plan.
- Planning work programmes for staff and volunteers, mentoring and monitoring quality of output, and developing practical knowledge and skills to ensure that best practice is passed on to others.
- Working with other team leaders to problem solve unexpected changes to the imaging workstream as a result of the decant project.
- Troubleshooting issues arising during the photography workflow.
- Ensuring object-handling standards are met.

- Planning the workload effectively to ensure teams can meet their targets set by the Collections Conservation & Moves Manager.
- Working with the Photography Manager to maintain imaging workflows and consistency across SMG decant projects.
- Monitoring and reporting progress of the Imaging workstream to management.
- Managing images on iBase, ensuring uploads and data have completed successfully.
- Managing the Junior Photographers, leading on the professional development, motivation and retention of the team.
- Assisting with selection and training of volunteers and their ongoing supervision
- Participating in public events to raise awareness of the One Collection project.
- Taking care of your personal health and safety and that of others. Complying with the Science Museum Group H&S Policies, risk assessments and safe systems of work and reporting any health and safety concerns.

WHAT YOU BRING TO THE TEAM:

You will definitely ...

- Have studio photography experience of similar collections in a museum, commercial and/or fine art environment.
- Have strong leadership and interpersonal skills with the ability to motivate your team.
- Have experience of planning work schedules.
- Have experience of working in a fast-paced environment.
- Have excellent organisation skills and the ability to coordinate work and resources.
- Have experience of Capture One and Adobe CC packages, or other digital image processing and handling software programmes.
- Have technical proficiency in photography and digital imaging equipment.
- Ability to balance photography standards and workflow rates
- Show good problem-solving skills and a desire to seek improvements in processes and systems.
- Show a positive can-do attitude and the ability to adapt to change

It would be good if you ...

- Have experience of staff management and leading teams
- Have experience of using Digital Asset Management software.
- Have experience of working with volunteers

ADDITIONAL INFORMATION:

- This role is subject to a Disclosure Scotland basic criminal record check.

WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT

Please answer the following questions in your Supporting Statement:

1. Please describe a relevant photography project you have delivered
2. Please describe your technical proficiency in photography and digital imaging equipment.
3. Please give an example where you have displayed leadership and training skills, particularly under tight deadlines

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, for example due to a disability, please [contact us by email](#) or by calling 0207 942 4222.

We wish you every success with your application!