

The University of Manchester

Job Description

Job title:	Imaging Manager
Reports to:	Head of Digital Special Collections and Services
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-DC-M (462, Grade 6)

Overall purpose of the job:

- To lead the development and implementation of imaging techniques, including advanced techniques such as multispectral imaging, in order to facilitate research, learning and public engagement. This will involve taking an audience-focussed approach and collaborating with a range of University and external partners and imaging professionals
- To contribute to the creation and exploitation of the Library's digital image collection to support research, teaching and learning, and public engagement
- To manage imaging projects within the University of Manchester Library, and occasionally for external customers
- To manage the Senior Photographers and Imaging Assistant

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To line-manage the Senior Photographers and to develop them through training and development, empowerment and performance management
- To line-manage the Imaging Assistant, working in close collaboration with colleagues in Curatorial Practices and elsewhere to ensure excellent customer service and adherence to the UML's financial processes and practices
- To ensure that photographers, project photographers, student interns, volunteers and others engaged in imaging projects are appropriately trained and supervised, either directly or through delegation
- To lead the development and implementation of imaging techniques, including hardware and software development, in order to facilitate research, learning and public engagement with research. This will involve taking an audience-focussed approach and collaborating with imaging

specialists and researchers within The University of Manchester and with partners in other institutions and in the industry, nationally and internationally

- To engage with academic audiences, particularly through the John Rylands Research Institute (JRRI), to develop and implement innovative Digital Humanities initiatives that involve digitisation and advanced imaging techniques, in order to facilitate outstanding research and teaching and learning
- To initiate collaborations with fellows of the JRRI and other researchers, to evaluate, advise on and deliver the most appropriate specialist imaging techniques, in order to facilitate their research
- To work collaboratively with teams in Curatorial Practices and other directorates of the UML to contribute imaging activity and/or expertise
- Continually to re-evaluate imaging equipment, materials, techniques and methodologies, in order to maintain the UML's position at the leading edge of heritage imaging and to uphold the highest professional standards, whilst maximising cost efficiency
- To create, archive and disseminate digital images for research, publication, teaching and learning, preservation, and promotion. This will involve liaison with internal and external customers, with Special Collections curators, Collection Care, metadata teams within Collection Strategies, Research & Digital Horizons, and with the Library's Finance team
- To manage approved imaging projects, occasionally for external customers. This will involve liaison with academic and Library colleagues, developing costings, progress and budget monitoring, quality assurance, etc.
- To develop and adhere to protocols and methodologies to ensure that items are digitised safely, and to use specialist object-centred handling techniques in the photography of sensitive objects. This will involve close collaboration with the UML's Collection Care team
- To use image capture software and image management software, and to manipulate and retouch images using specialist software applications, to develop protocols for naming and archiving of files in accordance with the Library's Digital Preservation Policy, and to upload images onto the Library's digital image collection
- To manage the digital archive in accordance with the Library's Digital Preservation Strategy and in consultation with the Digital Infrastructure Manager
- To work closely with the Metadata team over the cataloguing of images
- To produce analogue and digital facsimile copies of original material for a range of delivery methods, e.g. Turning the Pages, Book Reader Objects
- To care for and maintain all photographic equipment and materials to the highest standards
- To take responsibility for the procurement of new equipment and materials, and to manage delegated budgets relating to imaging, working in close collaboration with Planning and Professional Services
- To contribute to the development of funding bids and grant applications, including costings and imaging methodologies
- To contribute to public engagement with research, supporting projects and activities that foster public understanding of and engagement with research, working in collaboration with the John Rylands Research Institute
- To promote the Library's imaging activities, for example through social media, publications, and presenting at conferences and events
- To support development activities of the Library and the Division of Development and Alumni Relations (DDAR), e.g. by hosting visits to the imaging studios and by demonstrating imaging at development events. This will involve occasional evening and weekend working

- To actively participate in relevant professional networks, e.g. Association of Historical and Fine Art Photographers
- To engage with and support the Library's strategic projects
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To participate in a rota to cover evenings and weekends
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- Recognised photographic qualification at degree-level or equivalent or proven ability and experience in this field
- Previous experience of using medium format digital camera systems and software
- Previous experience of multispectral imaging
- A proven innovative approach to photographing cultural objects
- Knowledge and understanding of Special Collections in the HE environment
- Commitment to and experience of the exploitation of Special Collections for research, teaching, learning, and public engagement with research
- Previous experience of handling rare or cultural objects
- Excellent technical skills with Macintosh and Windows systems, and knowledge of industry standard digital media applications and the capture, processing and storage of digital images
- Successful experience of staff management, including recruitment, motivation and performance
- Excellent interpersonal and communication skills, including the ability to liaise effectively with a range of staff at all levels and with external customers and stakeholders, and to present to and reach a variety of audiences
- Excellent team working skills
- Excellent time-management skills, capacity to prioritise work and to respond calmly and effectively under pressure while working to deadlines
- Ability to use own initiative and judgement to resolve day to day problems independently, or through a support team, where appropriate
- Project management experience

Desirable skills, knowledge and experience:

- Demonstrable understanding of conservation, preservation and handling issues
- Demonstrable experience of developing bespoke imaging techniques for a variety of cultural objects
- Active membership of a relevant professional organisation or body
- Good understanding of copyright and IPR
- Experience using CMS and social media
- Excellent creative and artistic skills
- Experience of developing funding bids or grant applications
- Full, clean driving licence