

The University of Manchester

Job Description

Job title:	Photographer
Reports to:	Senior Photographer
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-DC-E (320, Grade 4)

Overall purpose of the job:

- To provide imaging services to the Library in support of the Library's strategic priorities
- To adhere to protocols and contribute to developing methodologies to ensure items are digitised safely
- To contribute to the creation and exploitation of the Library's digital image collection to support research, teaching and learning and public engagement

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 create, archive and disseminate digital images for research, publication, teaching and learning, public engagement, preservation and promotion
- To use specialist handling techniques in the photography of sensitive heritage objects in order to minimise the risk of damage to them
- To collaborate 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 contribute to approved imaging projects, to report on progress, monitor quality assurance and liaise with Library colleagues
- To promote the Library's imaging activities, for example through social media, publications, and presenting at conferences and events
- To use image capture software and image management software, and to manipulate and retouch images using specialist software applications
- 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 adhere to naming and archiving protocols in accordance with the Library's Digital Preservation Policy, and to upload images onto the Library's digital image collection
- To continually re-evaluate imaging equipment, materials, techniques and methodologies, in order to maintain the Library's position at the leading edge of image and to uphold the highest professional standards, whilst maximising cost efficiency
- To assist with the maintenance and upkeep of photographic equipment and purchasing of new equipment and materials
- To engage with and support the Library's strategic projects
- 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 contribute to the work and activities of Curatorial Practices in support of public engagement with research
- To actively participate in relevant professional networks, e.g. the Association of Historical and Fine Art Photographers
- To meet agreed personal and departmental performance targets and to collect and collate both quantitative and qualitative information
- 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 skills, knowledge 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
- A proven innovative approach to photographing cultural objects
- 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

- Good interpersonal and communication skills, including the ability to liaise effectively with a range of staff and external customers
- Capacity to prioritise work and to respond calmly and effectively under pressure while working to deadlines
- Ability to work on one's own and as part of a team

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
- Good project management skills
- Good understanding of copyright and IPR
- Experience using CMS and social media
- Experience of public speaking, e.g. conferences, seminars and workshops
- Good creative and artistic skills
- Full, clean driving licence