

The University of Manchester

Job Description

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| Job title: | Senior Photographer |
| Reports to: | Imaging Manager |
| Organisation unit: | University of Manchester Library: Curatorial Practices |
| Date: | January 2021 |
| HERA: | MAPPS-UML-CP-DC-L (375, Grade 5) |

Overall purpose of the job:

- To develop and implement imaging techniques, including advanced techniques such as multispectral imaging, in order to facilitate research, learning and public engagement. This will involve collaboration with a range of University and external partners and imaging professionals
- To contribute imaging expertise and provide a range of heritage imaging services to support the delivery of Library strategy
- 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 line-manage photographers and project photographers

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 develop and implement imaging techniques, including hardware and software development, in order to facilitate research, learning and public engagement. This will be undertaken in collaboration with imaging specialists and researchers within The University of Manchester and with partners in other institutions and in the industry, nationally and internationally
- To work collaboratively with teams in Curatorial Practices to contribute imaging activity and/or expertise
- 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

- Continually to re-evaluate imaging equipment, materials, techniques and methodologies, and actively to investigate opportunities to improve them, 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, progress monitoring, quality assurance, etc.
- To line-manage photographers and project photographers and to supervise student interns, volunteers and others engaged in imaging projects
- 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 Services 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 advise on and support the procurement of new equipment and materials
- To contribute to the work and activities of the Visitor Engagement team
- To promote the Library's heritage imaging activities, for example through social media, publications, and presenting at conferences and events
- To contribute to the development of funding bids and grant applications, including costing and imaging methodologies
- 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 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
- 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
- Excellent interpersonal and communication skills, including the ability to liaise effectively with a range of staff at all levels and with external customers
- Excellent team working skills
- Excellent time-management skills and the ability to meet deadlines
- 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
- Experience in multispectral imaging
- Experience of line-managing staff and/or supervising interns, volunteers, etc.
- Good understanding of copyright and IPR
- Experience using CMS and social media
- Excellent creative and artistic skills
- Full, clean driving licence