



Job description

Job title	Digital Preservation Manager
Department	Technology
Contract	Permanent
Salary	£40,862 per annum
Hours	Full-time, 36 hours per week
Location	Millbank
Reporting to	Head of Business Solutions

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

You will manage the preservation of Tate digital resources and as an authority and advocate for the strategic development of expertise in digital preservation across Tate.

About your team

Tate's Technology Department delivers operational, systems development and information management services to over 1,200 users internally across five sites, as well as supporting our website and platforms which are viewed and accessed across the world.

What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do (Main Duties and Responsibilities)

- Actively promote the use and understanding of digital preservation standards across the organisation and with external partners as Tate's subject matter expert for digital preservation.
- Support the development and implementation of Tate's Digital Preservation Strategy to include the systems and tools that support digital preservation and digital asset management. Ensure Tate's digital resources are well managed and remain accessible for as long as required, in accordance with the Tate Digital Preservation and Continuity (DP&C) Policy. Establish and maintain a long range, cross-departmental action plan of both proactive and passive interventions to ensure that digital resources of enduring value are preserved and that reporting metrics for these assets are in place. Manage the process for regular review and updating of policy and strategy, and subsequent action, working closely with the Senior Information Risk Officer (SIRO), the Data Protection Officer (DPO) DAM Steering group.
- Develop and maintain Tate's metadata in accordance with international standards (e.g., PREMIS). Ensure that Tate systems and software accommodate all defined digital preservation metadata and that metadata in different systems is in standardised or interoperable formats and architectures.
- Advise and influence resource management in other departments for digital preservation activities. Work closely with key stakeholders to ensure that actions are included in departmental plans and resource is allocated. Identify digital preservation skills requirements (technical and strategic) of Tate staff and create a training plan.
- Provide coaching, training, documentation, and expertise to departments across Tate, to enable staff to comply with procedures, e.g., recording digital preservation metadata.

- Establish and maintain a register of all digital assets and digital information, current and non-current. Capture newly acquired or created categories (e.g., because of a digitisation project), assess value and risk and record other management information to inform preservation planning.
- Lead on the procurement, management and development of digital repository and asset management systems including records management and storage, working collaboratively with product owners and stakeholders be the principal point of contact for suppliers and Tate staff.
- As required, project manage small scale projects for systems development.
- Keep up to date with emerging approaches, standards and developments in digital preservation and work closely with other members of Tate's Digital Asset Management (DAM) steering group to share and develop knowledge. Engage and network with external experts and colleagues to share knowledge. Attend conferences on behalf of Tate.
- Develop a communication strategy for digital preservation at Tate, to build a strong culture of ownership and good practice. Facilitate Tate's Digital Preservation Network to encourage skills sharing and communication about digital preservation at Tate.
- Work with the chair, Head of Business Solutions and the DAM Steering Group to agree projects for investment and policies for approval to support Digital Preservation.
- Actively communicate the DAM steering group recommendations to the Information Systems Group (ISG) and other groups where needed.

What you will bring to the team

You will have:

- Experience of managing digital rich media resources with current knowledge of best practice tools and techniques for digital preservation.
- Experience of developing metadata schemas to support preservation with knowledge of relevant metadata standards, data structure standards and models such as PREMIS
- Knowledge of preservation systems (e.g., Archivematica, Preservica, other)
- An understanding of Digital Asset Management systems functionality and associated underlying technical database architecture with a working knowledge of storage and file system management.
- Experience of training users in the use of systems and digital resource creation and handling.
- Experience of working on or delivering projects within Digital Preservation.
- Ability to communicate effectively to technical and non-technical users.

- A collaborative approach to team-working - the ability to work cross-departmentally and develop effective working relationships with staff across Tate.
- Education to a degree level in a relevant discipline or two years relevant working experience
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- Interest in and commitment to the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year
- A pension scheme with generous employer contributions
- Life Assurance and Income Protection for DC scheme members
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work

- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours
- Discounts on items purchased in the Tate shops
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 14 April 2024 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

