



Post: Digital Preservation Manager
Reference: TG2359
Band: 3L
Department: Technology
Contract: Permanent
Hours: Full-time
Reporting to: Director of Technology
Location: Millbank, London

Background

Our vision is to act as a champion for art in society. We do 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 British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Technology Department delivers systems and information management services to over 850 Gallery staff on five sites, as well as supporting our website at www.tate.org.uk.

You can find further information about Tate on the above website.

Purpose of Job

To preserve and manage Tate digital resources and to be an authority and advocate for the development of expertise in digital preservation across Tate.

Main Activities/Responsibilities

- Act as Tate's authority on all matters relating to digital preservation both internally and externally.
- Promote understanding and use of standards in digital preservation across the organisation.
- Plan for the development of Tate-wide systems and tools to support digital preservation and digital asset management.
- Manage projects and associated budgets.
- Advise and influence resource management in other departments for digital preservation activities.

Digital Preservation

- 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.
- Maintain a register of all digital assets and digital information, current and non-current. Capture newly acquired or created categories (e.g. as a result of a digitisation project), assess value and risk and record other management information to inform preservation planning.
- 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.
- Work closely with key stakeholders to ensure that actions are included in departmental plans and resource is allocated.

Systems Management and Development

- Lead on the management and development of digital repository and asset management systems, acting as the primary owner of these systems and principle point of contact for suppliers and Tate staff. As required, project manage small scale projects for systems development.
- Provide advice from a digital preservation perspective on the development and procurement of IS solutions at Tate, particularly with regards to records management and storage.

Knowledge and Research

- To be Tate's expert on digital preservation.
- Establish a multi-disciplinary approach to meet Tate's needs, based on a good understanding of the specific digital preservation challenges affecting different areas of the organisation.
- 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.

Policy, Strategy and Standards Development and Implementation

- Manage the process for regular review and updating of policy and strategy, and subsequent action, working closely with the SIRO / DPO and DAM Steering group.
- Review and update the Digital Preservation and Continuity Strategy, ensuring that metrics are in place to enable reporting to the Board of Trustees.
- 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. Ensure that metadata in different systems are in standardised or interoperable formats and architectures.

Communication

- Develop a communication strategy for digital preservation at Tate, to build a strong culture of ownership and good practice.

Training and Support

- Identify digital preservation skills requirements (technical and strategic) of Tate staff and create a training plan.
- Provide documentation, training and expertise to departments across Tate, to enable staff to comply with procedures, e.g. recording digital preservation metadata.

Digital Asset Management Steering Group Administration

- Manage the DAM steering group meeting. Prepare agendas and papers. Ensure that the output of this group is actively communicated across Tate.

Person specification

Essential

- Extensive experience of managing digital rich media resources.
- Experience of developing metadata schemas to support preservation.
- Current knowledge of best practice tools and techniques for digital preservation.
- Knowledge of preservation systems (eg Archivmatica)
- Ability to communicate effectively to technical and non-technical users.
- Experience of training users in the use of systems and digital resource creation and handling.
- A collaborative approach to team-working - the ability to work cross-departmentally and develop effective working relationships with staff across Tate.
- 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.
- Solid understanding of Digital Asset Management systems functionality and associated underlying technical database architecture.
- Experience in an ICT environment, to be sufficiently qualified to define and procure complex technical infrastructure.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,742 per annum.

In addition, this post will attract a market rate allowance of £6,258 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- 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.

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.

Diversity and Inclusion

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](#).

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 **15 August 2019 by midnight**.

Our jobs are like our galleries, open to all.

