



## Waddesdon Manor -Job Description

<b>Job Title:</b> Image Library and Digital Co-ordinator – 6 months fixed term <b>Managed by:</b> Senior Collections Manager	
<b>Departments</b> Collections	<b>Location</b> Waddesdon Manor, Aylesbury, Bucks HP18 0JH

### Overall Purpose:

Waddesdon Manor is an historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes over 400,000 visitors a year to the property, just over a third of whom visit the house.

### Outline of Role:

Responsible for maintaining and administering the photographic record of the Collections and the department library of photographs, digital images, transparencies and slides. Preparation of material for publication on collection pages of the web site. Picture research.

### Specific Duties Include:

#### Image Library:

- Catalogue photographic holdings and ensure that appropriate and accurate information is recorded
- Manage programs to ensure that there is a Record Photograph for every object in the collection (new acquisitions and backlog where no photographs exist)
- Administer and catalogue other core image records of objects (condition, treatments etc)
- Audit, update, create and report on photographic records on the Vernon CMS database and DAMS
- Organise and supervise new photography and digitisation (in-house, professional, outsourced scanning) of objects in the collection, room record shots, external photography for documentation, publication, marketing, trading. Liaise with Stewards and other Departments as necessary
- Manage existing photography (digital, transparencies, black and white, negatives, slides) and establish programs to digitise analogue media. Update records
- Maintain the records pertaining to your work and the work of the department.

### Managing requests:

#### Internal requests –



- Provide images and captions / photo credits internally within Collections and other departments (Marketing, Trading, Visitor Services)
- Advice on copyright across departments
- Clear rights for press-use for exhibition related photography (temporary loans and exhibitions)
- Edit all in-house picture credits and captions for use in print (leaflets, posters, website, labels, interpretation panels, catalogues)
- Up-date bibliographic records for citations of collection objects
- Catalogue books received through photographic requests

**External request –**

- Administer external requests for images and provide images and captions to external request for professional and academic uses. Record requests in Vernon CMS
- Liaise with Accounts department for invoicing
- Update bibliographic details in objects records related to image requests and notify curatorial staff when publications have arrived

**Picture Research:**

- Source images for exhibitions, publications, leaflets, pamphlets etc.
- Request relevant reproduction rights for loan objects (exhibitions and displays)
- Request rights for in-copyright works of art within the collection

**General:**

- Coordinate the Collection's Department Social Media Presence
- Manage volunteers – with digitisation and other photo library projects
- Support curatorial work of the department.

**Skills and experience:**

- Familiarity with or experience of working in an Image Library or similar.
- Knowledge of relevant IP legislation
- Knowledge of how to handle object in the collection and directing photographers to works safely
- Relevant qualification and/or one or two years' experience of curatorial activities in a museum, historic house open to the public or similar
- Familiarity with cataloguing (including bibliographic material), collections management systems and data entry. Knowledge of Vernon would be an advantage
- Ability to work as part of a team and on own initiative.
- Meticulous approach and good attention to detail.
- Photography skills
- Excellent communication skills.
- Liaise with many departments



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- Multi-task and prioritise demands
- Driver's license

**Terms & Conditions:**

**Contract Type:** Full-time, 6 months fixed term

**Hours:** Monday to Friday, 37.5 hours per week.

**Salary:** £23,500 per annum

**Benefits:** 33 days holidays (including Bank Holidays)  
Discounts in our Restaurants and Shops

Closing date for applications is 12pm, Friday 30<sup>th</sup> July.

Interviews to be held on Friday 6<sup>th</sup> August.

Start date: mid-September