DIGITAL PRESERVATION GRADUATE INTERNSHIP

Museum

Grade 3. Fixed Term (6 months) contract

Job reference number: 116-19

Applicant Information Pack

Closing date
9am Friday 11 October 2019

Interview date
w/c Monday 21 October 2019

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Job Description

Job title
Digital Preservation Graduate Internship

Department
Museum

Grade
3

Hours of work
Part Time, 3 days per week (0.6 FTE). (Days between Mon-Fri)

Contract type
Fixed Term (6 months). November 2019 - April 2020

Responsible to
Digitisation & Documentation Officer

Responsible for
n/a

Liaises with
Internal
Curator; Museum Administrator; Digitisation & Documentation Officer; Conservator

External
Museum activity project partners
Volunteers

Job overview
Provide support for the cataloguing, management, and long-term preservation of digital assets relating to conservation works in the Museum collections. The postholder will gain experience of supporting digital preservation in a cultural heritage environment, working with collections management systems, and exploring the challenges of working with new and complex data types. You will have the opportunity to be involved in the Museum’s digital preservation plans, helping to identify areas for process improvements, and supporting development of guidelines for good preservation practices.

Key Responsibilities

These include:

Evaluation

- Working to existing guidelines, reviewing the digital assets created through the Museum’s programme of conservation, identifying methods for describing important properties of these assets, and relationships to the physical objects they depict.
- Supporting the Digitisation & Documentation Officer in development of a plan for the preservation of these assets

Documentation

- Using collections management software to document and store information about recent conservation works, and to link any supporting documentation.
- Documenting any new processes developed to manage information.

Preservation

- Performing quality assurance of new digital preservation files and metadata records, under the guidance of the Digitisation & Documentation Officer
- Assisting in making the digital files accessible by Museum staff
• Creating suitable metadata following existing standards for digital assets such as images, videos, and 3-D scans, ensuring this is stored and associated with master files.
• Administering access permissions to preservation-standard files
• Providing support to the Museum’s research of possible preservation considerations for the future
• Assisting with general digitization duties

Reporting

• Providing ongoing progress reports to the Digitisation & Documentation Officer, and supporting identification of possible areas for process improvements
• Providing an overview of findings and implemented practices
• Helping to monitor and evaluate progress of digital preservation work against the Museum’s overall Activity Plan
**Person Specification**

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Essential / Desirable</th>
<th>How Criteria Are Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>Educated to degree level in museum studies, archival studies, information management – or suitable experience gained within a relevant environment</td>
<td>Essential</td>
<td>AF</td>
</tr>
<tr>
<td>Experience, Skills &amp; Knowledge</td>
<td>High standard of IT skills including Microsoft Word and Excel</td>
<td>Essential</td>
<td>AF, INT</td>
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<tr>
<td></td>
<td>Experience with Adobe Creative Cloud products (especially Lightroom, Photoshop)</td>
<td>Desirable</td>
<td>AF, INT</td>
</tr>
<tr>
<td></td>
<td>Experience working with archive or collections management software</td>
<td>Desirable</td>
<td>AF, INT</td>
</tr>
<tr>
<td></td>
<td>A working knowledge of digitization and metadata standards for long-term preservation and access</td>
<td>Essential</td>
<td>AF, INT</td>
</tr>
<tr>
<td></td>
<td>Experience with quality assurance and control procedures for digitised archival materials</td>
<td>Desirable</td>
<td>AF, INT</td>
</tr>
<tr>
<td></td>
<td>High level of attention to detail</td>
<td>Essential</td>
<td>AF, INT</td>
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<tr>
<td></td>
<td>Ability to plan tasks, achieve deadlines and prioritise effectively</td>
<td>Essential</td>
<td>AF, INT</td>
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<tr>
<td></td>
<td>Knowledge of data protection and freedom of information legislation</td>
<td>Desirable</td>
<td>AF, INT</td>
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<tr>
<td>Personal Attributes</td>
<td>An appreciation of the arts and music, and in preserving records for posterity</td>
<td>Essential</td>
<td>AF, INT</td>
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<tr>
<td></td>
<td>A logical and methodical approach to working with large quantities, and differing qualities, of data</td>
<td>Essential</td>
<td>AF, INT</td>
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<tr>
<td></td>
<td>Ability to understand an extensive and varied range of material</td>
<td>Essential</td>
<td>AF, INT</td>
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<tr>
<td></td>
<td>Reliable, can work successfully on own initiative and work supportively as a member of a team</td>
<td>Essential</td>
<td>AF, INT</td>
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<tr>
<td></td>
<td>Ability to work well under pressure and remain calm in a busy environment</td>
<td>Essential</td>
<td>AF, INT</td>
</tr>
</tbody>
</table>

AF = Application Form    INT = Interview    ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Digitisation & Documentation Officer within the scope and level of the post.
Terms & Conditions

Availability
The postholder should ideally be available to commence the role in November 2019.

Contract type
Fixed Term (6 months). November 2019 - April 2020

Hours of work
This role is offered on a part time (0.6 FTE) basis.
Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday. Flexibility will be available for the postholder to select working days within this range.

Salary
RCM Pay Scale Grade 3, incremental points 20-24:

<table>
<thead>
<tr>
<th>Spine points</th>
<th>Salary*</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>£21,617</td>
</tr>
<tr>
<td>7</td>
<td>£21,948</td>
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<tr>
<td>8</td>
<td>£22,258</td>
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</tbody>
</table>

*inclusive of London Weighting allowance
**as this is a part-time post, the postholder will receive a proportion of the full-time salary

All offers will normally be made at the bottom of the salary range, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months’ service) until they reach the top of the grade.

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Work permit
All applicants must be permitted to work in the UK and hold a relevant work permit where necessary.
This is not a role for which the RCM will act as a sponsor for a visa application.

DBS check
Not applicable for this post.

Probation
The post has a three months’ probationary period.

Notice period
The appointment will be subject to termination by not less than one months’ notice. Notice during probation will be seven days’ notice by either party.

Pension
The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk. Arrangements exist for members to make additional voluntary contributions (AVCs).

Annual leave
Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.
Part time staff will receive a pro rata entitlement for annual leave.

The RCM is closed between Christmas and New Year’s each year, the three days in this week that are not bank holidays will come out of the postholder’s annual leave allowance.
## Staff Benefits

### Travel
Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff’s residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.

We also offer a tax-free bicycle loan under a similar repayment scheme.

### Events
There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

### Eye tests & hearing tests
The College will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

### Employee Assistance Programme
All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.

### Professional Development
The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

## About Us

### The College
Founded in 1882, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 800 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was named top institution for performing arts in the UK and Europe and second in the world in the 2018 QS World University Rankings.

### Staff
The College has over two hundred members of professorial (teaching) staff and over one hundred teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.
Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes’ walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

Museum

The Royal College of Music Museum contains more than 25,000 musical treasures. The Museum building is undergoing a major development supported by the National Lottery Heritage Fund and is currently closed to visitors, due to reopen in 2020. The upcoming transformation of the RCM’s facilities will include new performance spaces, practice rooms, a café and repositioning of the Museum at the heart of the College. In the meantime we continue to provide access to our collections through an extensive programme of conservation, digitisation, research and outreach.

How to Apply

To apply, please complete our 1) Application form and 2) Equal Opportunities form, available to download from the RCM website, and submit in PDF or Word format to Karoline Josten, HR Assistant, by email to recruitment@rcm.ac.uk or alternatively by post to Royal College of Music, Prince Consort Road, London, SW7 2BS.

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date 9am 11th October 2019

Applications received after the stated closing date will not be considered.

Interview date Week of 21st October

With some roles at the RCM second interviews may take place.

If you have any questions about this position or the application process please contact a member of the recruitment team by email; recruitment@rcm.ac.uk; or telephone 020 7591 4782. If you need to receive this documentation in a different format, such as large print, then please contact Karoline to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Richard Martin
Digitisation & Documentation Officer
16 September 2019