

# THE PHOTOGRAPHIC COLLECTIONS NETWORK

Building knowledge and enjoyment of  
the UK's photo archives and collections

## **Photographic Collections Network – info pack for three appointments: Co-ordinator/administrator, Researcher, Evaluator. December 2016**

Thanks very much for your interest in the Photographic Collections Network.

Photographic  
Collections  
Network

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After two years planning, the Network has recently had initial funding confirmed from Arts Council England, Art Fund, and Genesis Imaging that meant we could launch in Sheffield in November 2016. Our purpose is to build knowledge and enjoyment of the UK's photo archives and collections. We've formed at a time when there's increasing pressure on museums and public bodies, but a growing interest in saving, exploring and working with archive photography. So our plan is to bring together what we already know about collections and archives in the UK, to find ways to build support for collections more broadly, to share knowledge and best practice, to advocate for saving archives where they are under threat, and to encourage people to take control of their visual history.

The next 15 months or so are going to be busy. We are looking for staff who are passionate about the value and importance of photography, its archives and collections, who are productive, self-motivated, and knowledgeable about traditional and new methods and techniques. We need to get the Network working smoothly and on a solid base for future growth.

We have an expert steering group currently consisting of Michael Pritchard from the RPS, Julia Brettell and Martin Barnes from the V&A Museum, Michael Terwey from the National Media Museum, Francis Hodgson from the University of Brighton, and the independent historian and curator Pete James.

I've been chairing the steering group on behalf of Redeye, and will take on the role of project manager for the Network for a nominal half day a week, alongside my work as Director of Redeye. At the moment Redeye is responsible for managing the funds of the Photographic Collections Network. So all staff will technically be contracted to Redeye, unless or until the Network is established independently. Redeye is based in Manchester, but it could be possible for staff to be based anywhere in the UK.

Good luck with your application!

Paul Herrmann  
Redeye and the Photographic Collections Network



## HOW TO APPLY

### Completing Your Application

*NB you may apply to do both roles 1 and 2 together, or either role on its own. In either case, just complete one application. Role 3 is separate.*

Please copy parts (a) to (h) of section 5 into a document, or use the same headings. Complete all sections giving examples. Title this document SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf) using your own name.

Please also copy section 6 into a separate document, titled as follows: SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf) using your own name.

Your application **must** include the two documents:  
SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf)  
SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf).

You **may** also include a covering letter and/or full CV entitled as follows:  
SurnameFirstnameCV.pdf (or .doc, .docx or .rtf)  
SurnameFirstnameLetter.pdf (or .doc, .docx or .rtf).

Application is by email only.

### Queries

You are welcome to email [submissions@redeye.org.uk](mailto:submissions@redeye.org.uk) if you have any queries before submitting your application. Please use the title "PCN application query" and allow time for a response - normally within 2-3 days but we are closed over Christmas and New Year from 23 December until 3 January 2017 inclusive.

### Returning Your Application

Please return your application by email, in PDF, RTF, DOCX or DOC format only, to [submissions@redeye.org.uk](mailto:submissions@redeye.org.uk). You must use the following email subjects (without inverted commas):

"PCN administrator application" (if you are applying only for the co-ordinator / administrator role)

"PCN researcher application" (if you are applying only for the researcher role)

"PCN combined application" (if you are applying for both of the above roles)

"PCN evaluator application" (if you are applying for the evaluator role)

"PCN application query" (if you have a query prior to applying)

The closing date for applying is 09:00 on 10 January 2017. All emails will be acknowledged automatically and if you have not had an acknowledgement within one hour please check your spam folder then call 0845 456 0260.

## **Interviews**

Interviews will take place on 23 or 24 January 2017 in Manchester or London (depending on the location of those on the shortlist). We aim to inform you if you have been shortlisted for an interview by 17:00 on 18 January 2017. If you have not been contacted by that time it means you have not been shortlisted for interview.

## 1. CO-ORDINATOR / ADMINISTRATOR

Overview of role:

You will co-ordinate and administer the new Photographic Collections Network (PCN), working under the project manager.

Your role will be to build the network and deliver the activities and projects outlined in our plans. These will include:

- Work with and support the project manager and existing steering group
- Write, commission or co-ordinate content for a website containing advice and guidelines, articles and information
- Provide information for press and social media
- Oversee the work of the researcher (if separate) and evaluator
- Build supporters', members' and partners' networks and mailing lists, and survey members
- Deal with queries
- Deliver events (in partnership as needed) including a seminar, collections visits, and a collaborative conference
- Develop a forward business plan for the network and write supporting funding proposals.

During the 15 month period we expect to deliver:

- A founders' and supporters' programme to allow the network to grow and continue.
- Mapping and research – beginning an overview of what archives and collections exist in the UK, building on the work of John Wall, Val Williams and others.
- Events – including supporting a symposium at Format, Derby on 8th April 2017, then more visits, discussions, talks and workshops.
- Knowledge – articles, guidelines and toolkits, with a website to hold all this and more.

Contract details:

15 month freelance contract with the expectation of extending after this period, subject to funding. Fee of £20,000, payable by monthly invoice, plus limited long-distance travel expenses averaging up to £100 per month. We are not specifying the exact time to be spent on this project however we anticipate it needing at least 110 to 120 days' work. Reporting to PCN project manager; contracted to Redeye.

*NB It will be possible to combine this role with that of the researcher below.*

Responsibilities:

- Administration of the network; dealing with all financial and governance activities, record-keeping, contractual and statutory requirements and other paperwork.
- Advocacy: building partnerships and interest in the network, writing funding applications
- Events: planning and delivering a number of events across the country.
- Queries: dealing productively with questions and queries from members of the public and specialists
- Communications: overseeing web, social media and other written content

- Development: creating a business plan and writing funding applications

#### Skills, qualities and experience

- Administration: Excellent time management and organising abilities, record keeping, bookkeeping and budgeting knowledge. At least two years' experience in administration or project co-ordination.
- Photography: A strong interest in photography. Knowledge of its organisations in the UK. Some knowledge of analogue and digital techniques, and of storage and archiving.
- Digital knowhow: very high digital fluency with proven experience and excellent knowledge of website management, social media and an understanding of databases.
- Communications: excellent writing and verbal skills. You thrive when networking and building contacts face-to-face. Experience of writing successful funding applications or proposals. Relaxed professional approach, flexible, good team worker, great self-motivation.
- Contacts: good contacts and the willingness to enlist them and use their knowledge and capacity in this role.

## 2. ARCHIVE AND COLLECTION RESEARCHER

Overview of role and responsibilities:

You will be responsible for starting to review, collate and update existing information and literature on photographic archives and collections in the UK. You will develop a plan for creating a sustainable collections database that includes content from specialists and the public; test and refine this plan with sector leaders, and advocate and fundraise for it to continue, working with the PCN co-ordinator and manager.

Contract details:

A fixed freelance fee of £5,000 including any travel or other expenses to carry out this work by the end of 2017. Payable by four equal staged invoices linked to agreed milestones.

Reporting to PCN project manager; contracted to Redeye.

*NB It will be possible to combine this role with that of the co-ordinator / administrator above.*

Skills, qualities and experience:

- Research capability: a proven track record of effective and productive research
- Specialist knowledge: some demonstrable knowledge of existing UK photo archives and collections
- Planning: devising the most effective and appropriate approach to solving a problem
- Attention to detail: the highest standards of fact and detail checking, refining and conforming to a house style
- Digital knowledge: experience of data entry, commissioning or building and working with databases, alongside broad digital fluency.
- Communication: very good writing skills and the ability to interest and enthuse others in your subject.
- Contacts: an existing network of contacts in UK photography.

### **3. PROJECT EVALUATOR**

#### Overview

You will be responsible for monitoring and evaluating the success of the PCN over its initial 15 month funding phase. This work may include dialogue with members to establish their expectations to allow us to measure whether and how these expectations were met, along with a mix of techniques to measure the outcomes, including a broad website poll and also in-depth interviews with selected members of the network. The evaluation will take place throughout the project allowing amendments to be made during the project. The evaluation will inform the business plan to be written during the course of the project, and inform the future direction of the network once the initial phase of funding is finished.

#### Contract details:

A fee of up to £3,000 including any travel or other expenses to carry out this work by March 2018. We recommend that approx £500 be reserved for travel costs. Fee payable by four equal staged invoices linked to agreed milestones. Reporting to PCN project manager; contracted to Redeye.

#### Skills, qualities and experience:

- Evaluation knowledge and experience: significant experience evaluating projects in areas such as the arts, creative, museum, library, or archive sectors.
- Associated qualities including excellent communication, creative thinking, planning, independence, reliability, attention to detail and great writing skills.

## 4. OUR VALUES AND YOUR CHARACTERISTICS

All those who work for the Photographic Collections Network need to be:

### *Flexible and creative*

- Open to discovering and using new possibilities and opportunities
- Happy working in a changing and complex environment
- Comfortable with risk and ambiguity
- Always learning and adapting from evaluation
- Self-motivated but a supportive team contributor where needed.

### *Informed*

- Aware of currents in the broad photographic and creative sector
- Up to speed on best practice as it relates to collections and archives
- Digital fluency; innate understanding of computers, backup, software and online services
- Interested in the changing political and cultural landscape
- Responding efficiently to intelligence and analysis.

### *Committed*

- Working to strengthen the photographic sector as a whole
- Appreciating the value and importance of archives and collections
- Equally open to offering support at any level, from interested amateur to top professional
- Valuing team and collective working
- Supportive of all our stakeholders.



## 5 APPLICATION FORM

### a) Personal details

**Which role(s) are you applying for?** Delete as appropriate:

Co-ordinator/administrator, Researcher, Evaluator.

**If you are applying for both co-ordinator/administrator and researcher, would you consider an offer only for one role?** Delete as appropriate:

Yes, Maybe (give details), No, N/A.

**First name(s):**

**Last name:**

**Address:**

**Telephone (day):**

**Telephone (evening):**

**Email:**

**Twitter:**

**Other social media:**

**Please state the earliest date you could take up post, if offered the role:**

### b) Introduction or covering letter text

Please summarise the key reasons why you are interested in this role and anything special you might bring to it.

### c) Relevant experience and suitability for the post

This is your opportunity to make the case for being considered for this role in more detail. Please demonstrate how your experience, qualifications or aptitude fit each criterion of the “skills, qualities and experience” section of the role(s) for which you are applying. Also refer to section 4 on our values and your characteristics.

### d) Other commitments

State your other expected work or other commitments in 2017-18 and explain how this role would fit in with them.

**e) Other interests, hobbies & leisure pursuits**

Please give details of any other interests you wish to mention.

**f) CV (may be tailored for this post)**

Including your educational qualifications, employment history, membership of relevant bodies

- Include in each case dates, job title, key responsibilities, organisation, and reason for leaving.
- State if work was voluntary/unpaid.
- Please also account for any gap longer than 1 month in your employment history.

If working freelance or self-employed please include the scope, detail and dates of your most significant commissions and clients.

**g) Referees**

Please give details of two referees, the first of whom must be one of the following:

- If you are full- or part-time employed, your current line manager;
- If you are unemployed, your most recent line manager;
- If you are freelance, the person who commissioned you for your most recent major piece of work.

Please explain which one of these roles your first referee carries out.

References may be taken up for shortlisted candidates, but you may state if you do not want this to happen unless an offer is made. A telephone number or email address is required.

First referee's name:

Address:

Email:

Telephone day:

evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any offer is made?

Second referee's name:

Address:

Email:

Telephone day:

evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any offer is made?

## **h) Declaration**

Please sign or type your name and date your application and include the following statement:

I confirm that the information I have given on this form is correct. I understand that false information or misleading statements may be sufficient grounds for dismissal.

Signed:

Date:

## 6. EQUAL OPPORTUNITIES

Redeye and the Photographic Collections Network aim to be welcoming to the widest possible range of people. To help us to see whether we are doing this, we're collecting some statistics relating to equality issues.

The details you provide will be treated as strictly confidential and in no way will they be taken into account in shortlisting or determining your suitability for the post and will be used for statistical purposes only. If you prefer not to answer any question please leave blank.

a) What is your gender?

b) What age range are you in?

Under 18 [ ]

18-25 [ ]

26-35 [ ]

36-45 [ ]

46-60 [ ]

61-75 [ ]

76 or over [ ]

c) What is your nationality?

d) What is your ethnicity?

e) Do you consider yourself to have a disability?

Yes [ ]

No [ ]

We would like to thank you very much for your interest in The Photographic Collections Network and for your application for the role or roles.