

Digitisation Technician



In July 2017, **The Postal Museum** opened London's first major new museum in a decade. A new heritage attraction in Central London, with two experiences in one. Alongside the fascinating story of more than 500 years of the first social network, we offer an extraordinary subterranean ride through the previously abandoned, secret and forgotten tunnels of the old Post Office Underground Railway – **Mail Rail**. This new museum and attraction enables us to showcase an array of extraordinary stories focusing on human communication and endeavour. It also enables us to grow our educational charity work and fundamentally change the way the organisation engages with our audiences. The Postal Museum aims to welcome over 180,000 visitors a year, along with a further 400,000 through our public events programme, digital and outreach offers.

Based: Central London

Salary: £18,000 per annum, pro-rata

Hours: 35 hours per week

Reports to: Digitisation Officer

Contract: 6 months contract, full time

Start date: 1 February 2018

To apply: Please send your completed application form to hr@postalmuseum.org

PURPOSE OF THE ROLE

A key part of the new museum is a comprehensively-equipped studio to digitise its collections to the highest possible standards. The studio also offers its services and expertise to other institutions. The work of the studio combines aspects of science, art, creativity and data management, and is dedicated to exploring new imaging technologies and processes.

The studio currently undertakes jobs that involve object photography (from tiny coins to huge buses), book scanning and OCR, photogrammetry, art reproduction, negative and slide scanning, spectral measurement, creating high-resolution composite images, and occasionally producing photography and film for marketing material.

The postholder will be responsible for digitising a series of archive material from the 19th and 20th centuries as part of a funded project to improve access to the archive collection.

The postholder will learn how to capture digital images to the ISO 19264-1 standard for cultural heritage imaging. This includes gaining a thorough understanding of colour management and colour measurement. They will also develop skills in the use of Capture One and Photoshop software, as well as the use of a dedicated book scanner, Phase One cameras, Canon SLR's, and a wide range of Elinchrom lighting.

The postholder will work in the studio under the supervision of the Digitisation Officer to complete the scheduled work and as part of the wider Digital team.

JOB DESCRIPTION

Key Responsibilities and Duties

- To create digital images of objects and documents from the archive, philatelic and museum collections, following the Standard Operating Procedures;
- To calibrate and maintain digitisation equipment, including colour-profiling of devices;
- Working with the archive team to schedule and retrieve material from the archive to be digitised.
- To assure quality control in imaging and optical character recognition (OCR) processing workflows.
- Other tasks as required by the postholder's line manager.

PERSON SPECIFICATION

QUALIFICATIONS

Desirable

- A degree level qualification in photography/digital imaging or equivalent

EXPERIENCE

Essential

- Demonstrable ability to work to deadlines

Desirable

- Proven experience in a photographic imaging environment
- Experience of taking photographs in a studio environment
- Experience of processing images in digital workflows
- Experience of working with photographic metadata

SKILLS/KNOWLEDGE

Essential

- Demonstrable understanding of the differences between digital file formats
- Knowledge of basic data management

Desirable

- Can demonstrate basic working knowledge of collections care best practice
- Experience of working/volunteering in a cultural/heritage organisation

PERSON

- Methodical and well organised with an excellent eye for detail
- Creative and imaginative
- Enjoys working as a team and meeting new people
- Punctual and comfortable with working to tight deadlines
- Flexible, positive attitude and ability to work on own initiative
- A passion for working with historical and archive material
- A demonstrable interest in digital technology

The postholder will be expected to monitor and report on their work as directed by their Line Manager.

CLOSING DATE: Friday 5th January 2018, 12.00pm

INTERVIEWS: week commencing 15th January 2018