

National Army Museum
Royal Hospital Road, Chelsea, London SW3 4HT

Collections & Programme Division

Post: Collections Photographer (Stevenage)

Post No: NAM 077

Reports to: Head of Photography

Scope

This is a unique opportunity for an enthusiastic and driven photographer to create, process and make available a variety of images for the Museum based at its purpose built collections storage facility in Stevenage. The Museum's collections comprise a wide range of items from Fine Art, Silver, Costume & Textiles and a huge variety of other two and three dimensional artefacts.

Job Role

Responsible for delivering highly creative and effective photography for display, reproduction, collections management system, audio visual, ensuring all work meets the Museum's colour management criteria and is delivered to the highest standards, on time and within budget. This role will involve working on a range of projects and briefs that will centre on (but not be limited to) photography of 2D and 3D objects from the Museum's collection. This post will require photography (both still and video) of events which are held at Museum locations, therefore the successful candidate will have video production skills appropriate to the grade.

Job Description

1. The post-holder is responsible, under supervision and guidance, for:
 - a. The provision of a photographic service to the Museum, including collections photography and digital processing for record, exhibition display, re-sale and publicity purposes.
 - b. Creation of digital content and photography assets to support the work of the Museum and its activities.
 - c. The completion of work within the collections centre at Stevenage and its Chelsea site, to specific briefs.
 - d. The production of high quality photographic work within defined time schedules.
 - e. Photography (both still and video) of Museum events.
 - f. The maintenance and security of the Department's equipment.

- g. The efficient and safe running of all photographic areas, including the implementation of health and safety regulations in relation to the storage and use of hazardous substances, the operation of equipment and the safe use of work spaces.
- h. Ensuring the best production methods are selected for each project and the adoption of new photographic practises and techniques.
- i. Prioritising and meeting deadlines against a challenging programme of work.
- j. Maintaining all records and database files relating to the photography work for each project.
- k. Carrying out ad hoc photographic duties as requested by appropriate managers within the Museum.

2. Resource Management

- a. Responsible for the motivation, management and training of divisional Museum staff, contractors, volunteers, interns and apprentices as appropriate, exercising a proper duty of care over them.
- b. The post-holder is responsible for the proper use of Museum resources and budget allocations.

3. Internal Relationships

- a. Working to the Head of Photography, and working closely with the Collections & Programme Division staff, and staff in other Museum Divisions.

4. Health & Safety

- a. Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.
- b. Produce and adhere to risk assessments and method statements for all photographic activities.

5. In addition, the post-holder is required to:

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- b. Ensure that the Museum's accounting and financial procedures are strictly adhered to and embed a culture of control and financial discipline.

- c. To play a full part in the generation of income as required and to avoid breaches of financial regularity and propriety, the misapplication of funds or waste of resources. Effectively manage delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Management Team.
 - d. Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
 - e. Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - f. Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. The post-holder will be required to work off-site including at the Museum's main building at Chelsea.
 - g. The post-holder will be based at Stevenage.
 - h. The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This may include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Management Team.
 - i. Attend Museum committees, teams and working parties, as delegated by the Head of Photography, and represent the Museum on external committees, if required.
 - j. Support presentations to the NAM Council (Trustees), Director, Management Team and members of staff as requested.
6. The appointment is permanent (subject to a six-month probation period) and full-time, working 37 hours per week (net), 5 days out of 7. Additional evening and weekend work may be required. The salary is £25,383pa (inclusive). The post-holder is required to give 2 months' written notice in resigning.
7. The appointment will be subject to a security clearance.
8. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.

9. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director
National Army Museum

March 2019

Signature:- Date:-