

National Army Museum

**Post: Picture Librarian
(Two-Year Fixed-Term Contract)**

Post No: NAM 118

Reports to: Museum Records Officer

Job Role

Working within the Operations Division this exciting new post will be at the fore in making the Museum's extensive picture, photographic and art collections available to a wider audience. To this end, the post-holder will be responsible for the management and development of the Museum's Picture Library Service. Working across the Museum Teams and in particular Collections, Records and Visitor Services Teams the post-holder will act as the main point of contact for sales and image production, with the aim of developing and growing the Picture Library business and maximising its income-generating potential.

Job Description

1. The post-holder is responsible for:
 - a. The day-to-day running of the Museum's Picture Library service to the public, including the production and sale of photographs requested by visitors and researchers, and images hired to commercial clients.
 - b. Negotiating fees and reproduction rights in accordance with best industry practice and legal guidelines.
 - c. The production of high-quality work to specific brief within identified deadlines.
 - d. The provision of a picture research service on behalf of Picture Library customers utilising the Museum's Collections Management database and the resources currently held in the Museum's Archives.
 - e. Monitoring of copyright issues, ensuring best practice to protect the integrity of the Museum collection. Making copyright enquiries to the relevant Museum Collections department on behalf of the public. Ensuring the correct copyright standards are applied
 - f. Utilising the Museum's vast photographic collection to generate revenue for NAM.
 - g. Supply of images to external libraries e.g. Bridgeman Art Library, Mary Evans, Print on Demand suppliers and any other contracts as appropriate.
 - h. Identifying opportunities to use the photographic collection e.g. historic anniversaries for both revenue generation and making images available across the Museum.

- i. Working with others to identify and manage digitisation projects

2. Resource Management

Responsible for the motivation, management and training of designated Museum staff, contractors and volunteers, exercising a proper duty of care over them.

3. Internal Relationships

- (a) Liaison with the Collections Division regarding the identification of items, and arranging photography of items from the Collection, with due regard to conflicting demands and deadlines.
- (b) Liaison with the Operations Division regarding the processing of invoices, cheque and credit card payment details.

4. External Relationships

- (a) Liaison with customers and the interpretation of their requests.
- (b) Liaison with professional organisations in relation to the promotion of the Picture Library service via advertising and new media.

5. Health & Safety and Security

- (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) The efficient and safe running of working areas, including the implementation of Health & Safety at Work regulations in relation to the storage and use of hazardous substances, the operation of equipment and the use of workspaces.

6. 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) Effectively managing delegated budgets and projects and is 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. To promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Leadership Team. To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.

- (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) The post-holder will be based in Chelsea but with frequent visits to NAM's Stevenage reserve collection store for which travel costs will be paid. The post may also require visits to 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. UK and some foreign travel may be required.
 - (g) 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 will include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Leadership Team.
 - (h) Attend Museum committees, teams and working parties, as delegated.
7. The appointment is a fixed-term contract for two years (subject to a six-month probation period) and working full-time 5/7 days. The salary is £30,200pa (inclusive). The post-holder is required to give two months' notice in resigning.
 8. The appointment will be subject to a security clearance.
 9. 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.
 10. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director
National Army Museum

November 2021

Signature:

Date: