DIGITAL OFFICER

Museum / Wolfson Centre in Music and Material Culture

Grade 6, Part time (0.4 FTE), Permanent

Job reference number: 112-24

ROYAL
COLLEGE
OF MUSIC
London

Applicant Information Pack

Closing date	Interview date
9am Monday 28 October 2024	11, 12 or 13 November 2024

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Job Description

Job title	Digital Officer
Department	Museum
Grade	6
Hours of work	Part Time (0.4FTE)
Contract type	Permanent
Responsible to	Collection and Operation Manager
Responsible for	Digitisation volunteers

Liaises with	**Internal** Museum Team; ICT; Marcomms, Digitisation and Cataloguing Volunteers
	External Digitisation companies, CMS service provider, Digital catalogue service provider, Digital harvesting platforms, Google Arts & Culture
Job overview	The Museum Digital Officer is responsible for the maintenance and expansion of the existing digital resources of the RCM Museum and for the development of the Museum's digital profile through existing and new platforms and initiatives, also in partnership with other institutions. This includes overseeing the functionality of the CMS, updating and refining records and making records available through the Museum online catalogue and relevant aggregators, maintaining and expanding the documentation of the collections. The successful candidate will be in charge of delivering and refining the Museum digital strategy and digitisation plan in compliance with ACE Accreditation standards and with the Museum Digital Preservation Strategy. The Digital Officer supports the creation of new digital content, also exploring areas for innovation such as 3D modelling and the use of AI. They are responsible for the maintenance and development of digital resources on-site and online and to support the delivery and documentation of digital initiatives such as conferences and workshops. In collaboration with the Museum and RCM Marcomms team, the role oversees content release on the Museum Instagram account.

Key Responsibilities

These include:

- Delivering the Museum's Digital Strategy and Forward Plan and supporting the delivery of the Documentation Plan.
- Managing development and maintenance of the CMS for all collections' materials, including coordinating digitization efforts, metadata development and database search capabilities.
- Working with RCM ICT and external suppliers to guarantee system security, periodic software upgrades and database system migrations.
- Preparing, organising and scanning documents, prints, engravings, and photographs from the Museum archival and iconographical collections, directly or in collaboration with external agencies and volunteers.
- Taking photographs – in person or with the assistance of a photographer - of items for which no appropriate image currently exists, following the guidelines provided by the Museum.
- Developing 3D surface-scanned models of items in the collection and making them available through the Museum's digital catalogue.
- Creating the metadata for the digitised images to an appropriate standard agreed with the Curator of the Museum.
- Overseeing digitisation work and development undertaken by volunteers, placement students, and/or interns.
- Supporting the creation of digital resources such as videos, audio recordings and digital exhibitions.
- Storing and managing digital images, documentation, metadata, and records using collections management software.
- Supporting the delivery of hybrid or online events, including meetings, seminars and conferences.
- Supporting the maintenance and content management/development of the Museum's digital resources, including videos and audioguides for the permanent display and special exhibitions.
- Liaising with the ICT department in all projects aimed at making Museum materials available in digital resources.

- Facilitating public awareness of the resources once they are available online, and liaising with colleagues from similar projects to find ways to maximise the impact of the initiative.
- Assisting re-use of digital materials by RCM Museum colleagues in the development of research, activities, and educational content.
- Supporting the promotion of the Museum through social media and digital resources aimed at marketing and dissemination among different audiences.
- Supporting the long-term sustainability and preservation of digital materials.
- Support the digital management of the team, including preparing and maintaining working environments in MS Teams and in project-management MS Office 365 tools and apps.
- Developing innovative ways to generate, manage and disseminate the Museum's digital content, including exploring the use of AI and taking an active part in the digital innovation practices promoted by the RCM.
- Contributing to reports and overview of core activities and special projects.
- Contributing to funding applications to support the Museums wider strategy and short & long- term forward plan.
- Liaising with the other members of the Museum team to ensure good communication and smooth working across all areas of Museum life.
- Carrying out other such duties as the Curator might reasonably require, consistent with the grade of the post.

Special Factors

- This is a part-time role at 0.4FTE (14 hours per week), remote working of up to 7 hours a week may be accommodated and the working pattern will be agreed with the successful applicant.

Person Specification

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

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Degree in Digital Humanities or equivalent	Essential	AF
	Certificate in Coding Practices or equivalent	Desirable	AF
Experience, Skills & Knowledge	At least three years of experience in Museum digitisation and documentation projects	Essential	AF, INT
	Experience in CMS management with particular attention to Axiell AdLib	Essential	AF, INT
	Experience with digital content development including digital exhibition, social media (Instagram)	Essential	AF, INT
	Experience with audio and video creation and editing – including subtitling	Essential	AF, INT
	Coding and digital asset management skills	Essential	AF, INT
	Good knowledge of digital accessibility requirements and good practice	Desirable	INT

	Good knowledge of copyright regulations, with particular focus on image and audiovisual	Desirable	INT
	Awareness of current trends in Museum digital resources and innovation, particularly for collection management, education and research	Desirable	INT
Personal Attributes	A keen interest in music and musical heritage	Essential	INT
	Well organised, reliable and able to guarantee a high standard of output over a prolonged period of time	Essential	INT
	Able to deliver complex projects, which include other people, within time and budget constraints	Essential	AF, INT
	Well organised, systematic and reliable working independently	Essential	INT
	A strong team player, able to contribute to a positive team culture	Essential	INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form   INT = Interview

The duties and responsibilities assigned to the post may be amended by the Museum Curator within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.
Contract type	Permanent
Hours of work	This role is offered on a part time (0.4FTE) 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.
Salary	RCM Pay Scale Grade 6, incremental points 20 – 24:

Spine points   Full-time salary*
20   £33,350
21   £34,149
22   £35,019
23   £35,928
24   £36,862

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

Appointments will normally be made to the first point of the grade, 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 six 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 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 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 RCM 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	Opened in 1883 by the then Prince of Wales, 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 900 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 ranked as the global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.
Staff	The RCM has over 250 members of professorial (teaching) staff and over 100 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.

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 recruitment@rcm.ac.uk

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 Monday 28 October 2024
	Applications received after the stated closing date will not be considered.
Interview date	11, 12 or 13 November 2024
	Shortlisted candidates will be notified in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

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

Gabriele Rossi Rognoni
Curator, RCM Museum
October 2024