UNIVERSITY OF BIRMINGHAM

Job description

Post title and post number	Lapworth Museum Digital Technologies Officer - 59441
Organisation advertising Description	School of Geography, Earth and Environmental Sciences
Salary and Grade	Full time starting salary is normally in the range £29,799 to £38,832. With potential progression once in post to £41,212 a year. 7

Job summary

To manage a project for the digitisation of the Lapworth Museum's collections including the archive. This will involve recruiting and training volunteers to work on the project, including existing volunteers and those from target groups that the Lapworth is not currently meeting through its volunteering and engagement programmes.

Ensure the digital data developed is made widely accessible, and particularly via Higher Education (HE) research platforms. The post holder will also develop creative and innovative ways of utilising the digital data. This will involve working the Lapworth's current diverse audience, and also potential audiences through working and partnership building with community groups. The public engagement work will include close liaison with the Lapworth Museum's existing Learning & Community Development Officer, and the new Learning, Engagement & Development Officer.

The role is supported by Arts Council England (ACE), which is providing funding to the Lapworth Museum of Geology which is now one of ACE's National Portfolio Organisations (NPOs).

Main duties
Digital Technologies

- Develop the use of the Lapworth Museum's 3D scanning, photogrammetry and flatbed scanning capabilities to digitise key components of the Museum's collections and archive, in line with the Lapworth Museum's priorities for long-term collection digitisation.

- In collaboration with the Museum team, lead the development of a strategy for collections digitisation, and a policy for the management, storage and publication of digital data generated by museum staff and volunteers, as well as internal and external researchers.

- Process 3D data generated by scanning and photogrammetry using specialist software in order to produce digital models suitable for dissemination and 3D printing.

- Work with the LCDO & LEDO to develop and produce 3D printed replicas of objects from the Museum's collections for schools and community handling sets.

- Develop and put in place a system for long-term sustainable management of existing and new digital data (e.g. 3D models, digital scans of archival materials).

- Identify strategies for making digital data available to the academic and research community, and work with other geological collections, archive digitisation projects and academic data repositories to provide access to this data.

- Develop additional web-based approaches to providing access to our collections and archives for diverse audiences.

- Devise training programmes and succession planning for future years, post-NPO Digitisation Project.

Volunteer Engagement & Management

- Set up and manage a digitisation task group, made up of volunteers from our existing cohort and new volunteers particularly from key target groups.

- Train volunteers in digitisation techniques, to encourage and enable digital confidence amongst the task group.

- Work with other Museum staff to ensure volunteers have opportunities to develop diverse skills including leadership skills.

Public Engagement

- Develop innovative methods for engaging diverse audiences, and particularly key target audiences, with the digitisation project and related museum activities through interpretation, public engagement and outreach activities. This will involve liaison with the Museum's Learning & Community Development Officer and Learning, Engagement & Development Officer.

- Develop innovative and engaging social media activity linking to, and highlighting, the NPO Digitisation programme.

- Develop digital content for the proposed searchable database to be installed within the Museum gallery during the project.

- Work with the Museum Learning Team to combine research activity within the School of Geography, Earth & Environmental Sciences (GEES) & College of Life & Environmental Sciences (CoLES), in which the Museum sits, with the digitisation project, and embed this within Learning Programmes and to support Arts Award.

<u>Evaluation, Monitoring & Planning</u>

- Carry out data capture, evaluation and reporting for volunteer engagement with the project.

- Conduct data capture (quantitative and qualitative) and evaluation for the digitisation project and related public engagement activity, outputs and outcomes.

- Carry out quarterly reporting for project board and funding body.

- Support to Director for annual review of business plan.

- Develop external partnerships to support digitisation project and business plan.

- Devise training plan and succession planning for further years utilising both internal and external stakeholders.

<u>Other</u>

- Develop creative evaluation for disseminating to museum sector.

- The successful applicant will potentially be required to travel offsite with regards to potential outreach work.

Skills and Experience

Qualifications/Training

- Educated to degree level in an appropriate discipline (geology-sciences-arts-IT) or with similar professional qualifications. Have strong IT knowledge-training relating to digitisation technologies and processes.

Experience

- Significant and demonstrable experience gained in digitisation technologies, data processing-manipulation and data management.

- Experience of utilising digital files for public engagement.

- Experience of developing and delivering digital programmes, policies and action plans with a learning/museum/heritage/arts environment.

- Significant and demonstrable experience gained in social media and web based platforms.

- Experience of planning and delivering training for staff and volunteers.

- Project Management – including development of work programmes, managing budgets and monitoring progress.

- Experience of engaging and managing people from a diverse range of backgrounds (cultural, socioeconomic, demographic).

- Involvement in networks and evidence of working with stakeholder and user groups, including local communities.

Practical Skills

- Demonstrate the ability to communicate effectively with a diverse range of groups and organisations.

- The ability to organise and manage time and can prioritise time when faced with conflicting demands.

- Considerable competence in using a broad range of relevant hardware and software for generating and processing digital data.

Personal Qualities and Attributes

- The ability to work independently or as part of a team.

- Interest in Geology/Science, Heritage/Arts.

- Understanding of issues relating to equality and diversity.

- Self-motivated and able to work un-supervised.

Equal Opportunities

The School of Geography, Earth and Environmental Sciences is an equal opportunities employer and holds an Athena Swan Bronze award. Female and BME staff are under-represented in the School and so we particularly value applications from such candidates. The School is happy to consider applications from candidates looking for flexible part time/job share arrangements as part of the appointment.

The School's Equality & Diversity / Athena SWAN lead, Sara Fregonese (s.fregonese@bham.ac.uk; 0121 414 3635) is available to discuss equal opportunities policies and initiatives, also outlined at: http://www.birmingham.ac.uk/schools/gees/about/athena-swan.aspx

The School is keen to improve its understanding of the perception of its equality opportunities policies, as a component of Athena Swan Silver status (application currently under review); we would be grateful if applicants would fill out a short (and completely anonymous) questionnaire regarding this specific issue, which can be found at: https://www.surveymonkey.co.uk/r/KY9LH6P