



## Data Officer

### Murals project post

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage people with the arts? We're looking for an experienced part-time Data Officer to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

#### About Art UK

Art UK is an art education charity on a mission to make the art in UK public collections accessible to everyone – for enjoyment, learning and research. It enables a global audience of five million people a year to learn about the UK's national art collection by digitising artworks and telling the stories behind the art. In addition to innovative engagement tools such as Tagger and Curations, Art UK is currently working on new initiatives including a major learning programme, making this a truly exciting time to join the organisation. Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit [artuk.org](http://artuk.org).

#### About You

As the Data Officer you will be responsible for processing and checking mural data within the Digital Assets team. Ideally you will have previously worked in a data-processing or editorial role in a digital industry such as publishing or web-editing, or you will have experience in an archival role in a heritage organisation.

In your role you will accurately follow a style guide when proofreading and/or copy-editing text and will be confident in your ability to make independent decisions when editing. You will be comfortable using a range of technology and able to learn new systems quickly, and will be excited about working in a young digital organisation that is transforming access to the nation's art.

## Key Responsibilities

- Logging receipt of and filing spreadsheets containing data on murals from across the UK
- Proofreading and copy-editing mural records, in spreadsheet form and on Art UK's content management system (Qi)
- Importing mural records into Art UK's content management system using a spreadsheet template
- Linking mural records to new and existing maker records
- Effectively using project management tools like Trello and Slack to communicate with other staff members and track work
- Communicating with colleagues in the Digital Assets team and other staff to ensure mural information is accurate and presented correctly
- Undertake training and review sessions, as required

## Necessary Skills

- Essential: Impeccable attention to detail
- Essential: Ability to proofread and copy-edit efficiently and to a consistently high standard
- Essential: Excellent IT skills (including Microsoft Office, particularly Excel)
- Essential: Experience using content management systems
- Essential: First-class written and spoken communication skills
- Essential: Exceptional time management and organisational skills
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Ability to work both independently and as part of a team
- Desirable: Knowledge of project management tools such as Trello or equivalent
- Desirable: Interest in art and/or heritage collections

## Contract terms

- 0.5 FTE (2.5 days a week)
- Fixed-term post, for 2 years
- Salary £27,000 per annum pro rata
- Three-month probationary period
- One-month termination clause
- Work from home, anywhere in the UK

## Benefits

- 25 days annual leave plus regional Bank Holidays (pro rata)
- Paid Christmas closure period (Christmas Day to New Year's Day)
- Flexible working hours
- Workplace pension scheme
- Training and development opportunities
- Mental health and wellbeing support
- Above statutory paid sick leave
- Enhanced paid parental leave
- Option to work at our head office in Stoke-on-Trent, or at co-working spaces UK-wide

## Application

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to [recruitment@artuk.org](mailto:recruitment@artuk.org) by **9am on Monday 5th February 2024**. If you are experiencing issues downloading the document or require support in completing your form, please contact [info@artuk.org](mailto:info@artuk.org).

Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on **Monday 19th February 2024**. If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.