



## Public Art Officer

### Murals Digitisation and Engagement 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 a part-time Public Art 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 and the online home for every public collection of art in the United Kingdom. It is making the UK's national collection of art accessible to everyone online – for enjoyment, learning and research. Art UK brings together art from almost 3,500 British institutions in one of the UK's largest ever arts partnerships and showcases this art to a global audience of 5.5m users per annum. Approaching 60% of this audience is overseas.

Art UK provides significant support to museums and galleries in the UK, by providing them with a shared digital platform to showcase their art collections, reach new audiences, and generate income. Most of these collections would not be able to show their art online without Art UK. The Art UK platform is rich in [story content](#), [learning resources](#) for teachers and students, and [public engagement opportunities](#). A shared [e-commerce infrastructure](#) helps collections generate much needed commercial income.

#### Murals Digitisation and Engagement programme

Art UK's murals digitisation and engagement programme is using digital and physical engagement to raise awareness of murals and street art, and their place in our communities, and highlight the diverse artists involved in creating this art form.

With support from The National Lottery Heritage Fund, we are recording and photographing murals across the UK with the help of our dedicated network of Volunteer Researchers and Photographers. Painted murals constitute a large part of this project, alongside sculptural murals in concrete, brick, wood, stone, tile, and other materials.

## About You

As the Public Art Officer you will be well-supported within the Art UK Community Engagement team. You will assist the Public Art Manager with creating, processing and checking mural data. You will assist with receiving and checking images from the Volunteer Photographers.

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.

You will enjoy working with a wide range of people and be a good communicator with excellent data and image management skills. You will be well organised, brimming with enthusiasm and full of initiative. You will be interested in public art and be excited about working in a digital organisation that is transforming access to the nation's art.

## Key Responsibilities

Assisting the Public Art Manager with:

- Researching and collating information about public murals across the UK
- Receiving and checking images from volunteers
- Recruitment, training and management of the Public Art Volunteer network
- Arranging regional Volunteer Team meetings and celebration of Volunteer achievements
- Attendance at project management meetings
- Taking part in training and review sessions, as required

## Necessary skills

- Essential: Excellent administrative, data and image management skills, including advanced use of Microsoft Excel and Microsoft Word
- Essential: First-class written and spoken communication skills and the confidence to engage and work effectively with a range of people, including volunteers, consultants, artists and Art UK colleagues
- Essential: High level of attention to detail
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Ability to multi-task and prioritise your own workload
- Desirable: Experience with data and/or image management
- Desirable: Active interest in the visual arts and museums

## Contract terms

- Three days a week, 0.6 FTE
- Fixed-term contract for six months
- Salary £25,000 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
- Employee Assistance Programme
- Monthly wellbeing hour
- Trained Mental Health First Aiders
- Regular staff socials, both virtual and in-person
- Eye tests paid for up to £35, glasses subsidised up to £30
- 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 Tuesday 14<sup>th</sup> January 2025. 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 Thursday 23<sup>rd</sup> January 2025. 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.