

**Project Officer for Archives and Collections  
Archives and Collections Centre, Learning Resources  
Fixed term 6 Months**

The Glasgow School of Art

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The Glasgow School of Art is one of the Europe's leading independent university-level institutions for the visual creative disciplines, recently ranked as one of the world's top 20 art schools in the QS World Rankings (2016). Our studio-based, specialist, practice-led learning and research draw talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2050 students studying undergraduate and postgraduate programmes across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent Small Specialist Institution, the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students drawn from over 40 countries and one of Scotland's largest percentages of students from the rest of the UK. GSA has been operating a campus in Singapore, in partnership with the Singapore Institute of Technology since 2012 and has ambitions to develop further initiatives, both within South East Asia and other parts of the world.

Over the last five years, over £65 million has been invested in our estates including the recently opened, award winning, Reid Building, designed by New York architect, Stephen Holl. A further £65 million will be invested over the next three years, to create a cohesive creative campus with the iconic Mackintosh Building at its core. Glasgow based architects, Page & Park, are currently planning a full restoration of the Mackintosh Building following the significant fire in May 2014. In parallel Glasgow School of Art are planning other new facilities on the School's Mackintosh Campus. It is anticipated that many of these developments will be completed during the 2018/2019 academic year, in time for GSA's 175<sup>th</sup> Anniversary in 2020.

We currently have a total annual income of over £30m, secured from a broad portfolio of funding streams, including different forms of student fees, research contract income, commercial consultancy, student residency payments and strategic grants. GSA has ambitious plans to raise an additional £15 million over the next three years, through its development trust, to help support its estates development activity. With expansion in student numbers and research activity, the Institution's turnover will grow between now and 2018. In all its activities the Institution's aim is to cultivate conditions in which the GSA can continue to achieve great things through what it does, with whom it does it and through creative approaches that build on its existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend its global reach and creative engagement
- Be a robust and efficient institution – maximising its resources and its potential

### **Institutional Culture**

As a Small Specialist Institution the Glasgow School of Art has many attributes which distinguish it from its larger HEI counterparts. GSA can be highly agile, reacting in a purposefully opportunistic way to new challenges, an approach that requires very effective communication and integration of skills across the Institution. The Director of Estates will play a key role in supporting and promoting this dynamic, entrepreneurial approach. Equally, the Institution, being small, in HEI terms, has a fragility, which requires very careful monitoring of the external environment and internal financial performance, considered planning and careful management of all forms of risk. The post-holder will be expected to play a key leadership role in balancing both these aspects of the Institution's strategic approach.

Being small, relationships based on openness, trust and respect are critical to the success of the Institution. Our staff are committed to the art school and share its values of creativity, responsibility and diversity. The Director of Estates will be an important role model within the Institution and will be expected to lead by example, demonstrating a commitment to supporting the Institution's values and ethos.

### **The Studio**

Our studio-based approach to learning and innovation has particular relevance in the 21<sup>st</sup> Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions.

Studio is at the heart of our pedagogy, how we work and how we engage with others.

### **Learning Resources**

The Archives and Collections exist firstly to enable GSA staff and students to explore collections for inspiration and insight as part of their teaching, learning, artistic practice, and research, and secondly to enable the wider community to access and enjoy GSA's holdings. The Archives and Collections team does this by collecting, safeguarding and making accessible the materials which they hold in trust for society and which serve as the institutional memory of the GSA.

Archives and Collections at the Glasgow School of Art are part of the Learning Resources department. The Learning Resources department supports teaching, learning and research at the GSA through the provision of a wide range of services, collections and spaces.

## The Role

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Job Title	Project Officer
Location	Archives & Collections
Reports to	Archives and Collections Manager
Purpose	To support the re-housing of Archives and Collections holdings.

## The Role

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The post holder will assist with developing four display / storage areas:

- Display of plaster casts in the Stow building
- Procurement of cabinets for object storage at The Whisky Bond
- Preparation of textiles for plan-chest storage at The Whisky Bond
- Documentation of material held in off-site storage

Collections information and a brief for each of these spaces will be supplied.

The post holder will:

- Identify storage / display requirements for the above collections and produce detailed written proposals for their development
- Create layout diagrams and workflow documentation
- Create a project timeline and budget for the delivery of each area
- Facilitate procurement process for this work

## Key Challenges

- Working independently without close supervision to meet deadlines
- Organisation and prioritisation of own workload to meet competing demands
- Liaising with a variety of stakeholders
- Setting up and maintaining clear communication channels

## Qualifications

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### Essential

- Scottish Credit and Qualification Framework level 9, (Ordinary Degree, Scottish Vocational Qualification level 4), or equivalent (including professional accreditation with formal training in relevant subject area), and experience of personal development in a similar or related role(s) OR Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar or number of different roles applicable to the relevant subject area.
- Demonstrable knowledge of the material culture of 19th and early 20th century art, architecture and design and, specifically, the work of Charles Rennie Mackintosh and his circle.

### Desirable

- Postgraduate qualification in a relevant subject area.

## Skills

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### Essential

- Excellent organisational skills together with time and project management skills, including meeting deadlines and targets.
- Ability to work independently or as part of a team.
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to handle collections safely, assessing risk and making decisions accordingly.
- Good level of IT competence in particular familiarity with collection management databases, and spreadsheets

### Desirable

- Adobe Illustrator
- Microsoft Excel
- Layout and design software eg AutoCAD , SketchUp or similar.

## Experience

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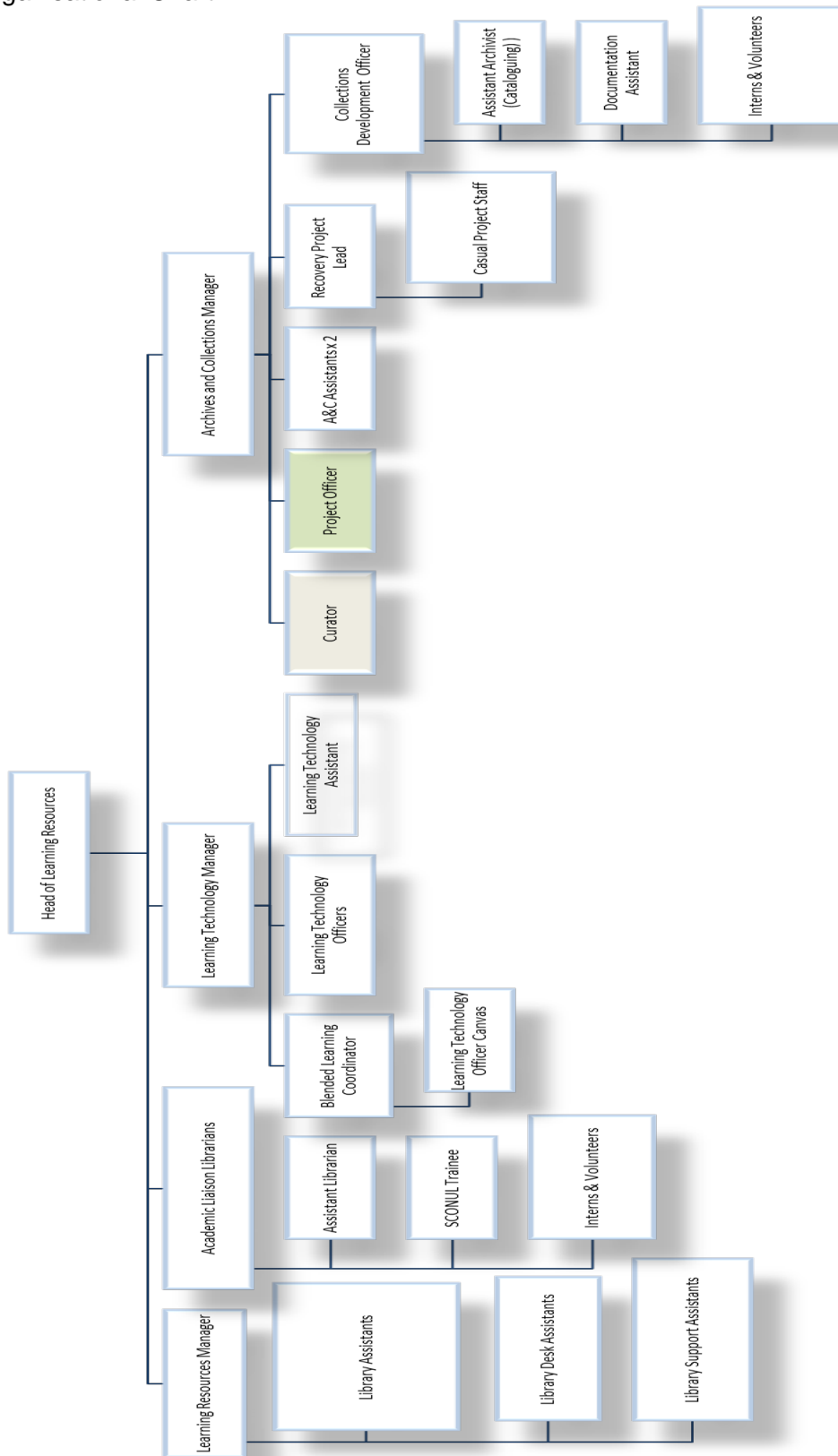
### Essential

- Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar or number of different roles applicable to the relevant subject area.
- Demonstrable experience of devising and delivering storage solutions and exhibitions for object-based collections.
- Demonstrable experience of working with Fine and Applied Art collections in a museum or similar context.
- Ability to handle and move archives and museum collections material and an awareness of health and safety issues in an archive / museum environment

Desirable

- A demonstrable understanding of how archives and collections support students within a HEI creative practice learning environment
- Experience of working with architects, interior designers, graphic designers and conservators
- Experience of working to an allocated project budget

## Organisational Chart



## Relationships

### Internal

- Head of Learning Resources
- Learning Resources team, including Archives and Collections staff and Academic Liaison Librarians
- Mackintosh Building Restoration Project Team
- GSA Enterprises

### External

- Mackintosh Building Restoration Design Team
- Suppliers of goods and services, including graphic designers and conservators

## Terms and Conditions

Contract:	Fixed Term for 6 months
Probationary Period:	It is recognised that there is an inevitable “settling in” period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions and interview and as set out in the Job description. The probation period for this role is one month.
Hours of Work:	17.5 hours per week
Salary:	Grade 5 (£27,025 - £31,302) per annum, pro rata
Holidays:	30 days plus 11 statutory holidays per annum, pro rata
Pension:	Option to join Local Government Pension Scheme
Notice Period:	One month