

Documentation Assistant (1.0FTE)

Fixed Term: 2 years

The Glasgow School of Art

The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying 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 continue to grow our student community in Glasgow to our 25% target, 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, 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 in 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 and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our 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 our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st 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.

Archives and Collections

GSA's Archives and Collections (A&C) 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 A&C 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 Fire Recovery Project

In 2014 a major fire occurred in Glasgow School of Art's historic, Grade A listed Mackintosh Building. This resulted in the loss of parts of the School's built heritage, art and furniture holdings and damage to some its paper based archives and textile collections. A programme of collection management and collection development work is now taking place to stabilise and rebuild these holdings.

Job Title:	Documentation Assistant
Location:	The Whisky Bond
Reports to:	Collections Development Officer
Purpose:	To add data to GSA's Archives and Collections catalogue and Content Management System (CMS), in particular to organise and link images to their catalogue records, to ensure their accessibility and exposure, and to support the general work of the Archives and Collections service.

The Role

Principal Accountabilities

Main Duties

- Responsible for linking images of GSA's Archive & Collections holdings to their catalogue records using image management software and/or collections management software;
- Edit and resize images where necessary using image editing software such as Adobe Photoshop;
- Ensure all image records are complete with full and relevant metadata to recognised standards;
- Accurately name image files to recognised standards and file appropriately;
- Work independently to index all images with appropriate subject index terms using various archival thesauri to enable wider access points and browsability;
- Enhance catalogue records with details such as locations, accessions and conservation information;
- Support the general work of the Archives and Collections service by providing supervision and assistance to visitors in the Archives and Collections reading room and assisting Archives and Collections Assistant with retrievals;
- Selecting and preparing material for transport/digitisation;
- Any other duties commensurate with the post.

Key Challenges

- Following instructions and guidelines to high standards;
- Maintaining accuracy and attention to detail when working with large volumes of data;
- Work independently without close supervision to meet deadlines.

Relationships

Principal Internal Contacts:

- Collections Development Officer;
- Recovery Project Lead;
- GSA Archives and Collections team;
- GSA Learning Resources team;
- GSA academic staff and students.

Principal External Contacts:

- Archive, library and museums sector professionals;
- Digital imaging and CMS providers.

Person Specification**Experience / qualifications**

Essential

- Educated to Degree Level or equivalent;
- Experience of data inputting work;
- Experience of archive/museum/library work;
- Experience of using image management systems and software;
- Experience of image editing software such as Adobe Photoshop;
- Relevant metadata skills and experience;
- In-depth knowledge of and interest in art/history of art/architecture/design.

Desirable

- Experience of working in a higher education context.

Skills and attributes

- Excellent ICT skills;
- Excellent written and verbal communication skills;
- Capable of working under own initiative as well as part of a team;
- Highly motivated and enthusiastic;
- Organised methodical approach to work with excellent attention to detail;
- Digitally literate;
- Demonstrated ability to effectively plan and organise work to achieve desired outcomes;
- Proven ability to be proactive, remain focused, take action to overcome obstacles and follow through to completion;
- Ability to work to deadlines and remain calm under pressure.

Organisational Chart

See Appendix 1

Terms and Conditions

Contract	Fixed Term: 2 years
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 also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 3, £19,305 - £22,214 per annum
Hours	35 hours per week
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	1 month

Appendix 1

