

THE PHOTOGRAPHIC COLLECTIONS NETWORK

Building knowledge and enjoyment of
the UK's photo archives and collections

Photographic
Collections
Network

c/o Redeye
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Info pack for recruitment of Manager: February 2019

Many thanks for your interest in the role of Manager at the Photographic Collections Network (PCN).

The PCN builds knowledge and enjoyment of the UK's photo archives and collections and helps protect and share them for everyone. In our first two years we have delivered a wide-ranging programme of activities, established membership, a website, created resources and built a community of support.

We are delighted that the PCN has had a second grant confirmed from Arts Council England. This will allow us to build and strengthen the network, and our programme of events, knowledge sharing, advocacy and research.

We are seeking a manager to co-ordinate that process and deliver the programme, working with the PCN director (myself) and our specialist steering group. The person we appoint will be highly motivated, self-driven, trustworthy, diplomatic and a great communicator. You will have significant experience of project management and some knowledge of organisational development. You will be fluent with IT, experienced at writing reports and proposals, and possibly have links or experience in the photography, art, cultural, museum or collection world.

The setting up of the PCN was led by Redeye, which is responsible for managing the funds of the Photographic Collections Network. So you will technically be contracted to Redeye, unless or until the Network is established independently. Redeye is based in Manchester, but it could be possible for you to be based anywhere in the UK, though you would need to attend regular meetings in Manchester and London.

The initial contract will be for 15 months, freelance, part-time, but our intention is to make this a permanent position, subject to funding.

I would welcome any further questions you might have before the application deadline of 15 March 2019. Good luck with your application.

Paul Herrmann
Redeye and the Photographic Collections Network



1. HOW TO APPLY

Completing Your Application

Please copy parts (a) to (h) of section 5 into a document, or use the same headings.

Complete all sections giving examples. Title this document

SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf) using your own name.

Please also copy section 6 into a separate document, titled as follows:

SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf) using your own name.

Your application **must** include the two documents:

SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf)

SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf).

You **may** also include a covering letter and/or full CV entitled as follows:

SurnameFirstnameCV.pdf (or .doc, .docx or .rtf)

SurnameFirstnameLetter.pdf (or .doc, .docx or .rtf).

Application is by email only.

Queries

You are welcome to email submissions@redeye.org.uk if you have any queries before submitting your application. Please use the title "PCN application query" and allow time for a response - normally within 2-3 days.

Returning Your Application

Please return your application by email, in PDF, RTF, DOCX or DOC format only, to submissions@redeye.org.uk. You must use the following email subjects (without inverted commas):

"PCN manager application" (if you are sending in a formal application)

"PCN application query" (if you have a query prior to applying)

The deadline for applying is 17:00 on 15 March 2019. All emails will be acknowledged automatically and if you have not had an acknowledgement within one hour please check your spam folder then call 0845 456 0260.

Interviews

Interviews will take place on 4 or 5 April 2019 in Manchester or London (depending on the location of those on the shortlist). We aim to inform you if you have been shortlisted for an interview by 17:00 on 21 March 2019. If you have not been contacted by that time it means you have not been shortlisted for interview.

2. DETAILS OF ROLE

Overview of role:

You will manage the Photographic Collections Network (PCN), working under the director.

Your role will be to deliver the programme of activities of the PCN in the period until June 2020, and create and begin delivering a long-term plan for the PCN to continue into the future.

- Work with and support the director and existing steering group.
- Familiarise yourself with our existing and potential community and stakeholders.
- Create a business plan for the network allowing for its continued operation after June 2020, and write supporting funding and development proposals.
- Write, commission or co-ordinate content for our website containing advice, guidelines, toolkits, articles and information, and keep the website fresh.
- Provide information for press and social media.
- Co-ordinate the work of an independent evaluator and volunteers.
- Build supporters', members' and partners' networks and mailing lists, and survey members.
- Deal with queries.
- Deliver events (in partnership as needed) including a seminar/conference, collection visits, networking events, workshops and similar.
- Advocate for the PCN whenever possible.

Note that you will be able to call on support from the existing Redeye team and use its knowledge of bookkeeping, HR, website management, event delivery, and similar specialist areas, as needed.

Contract details:

15 month freelance contract with the expectation of extending after this period, subject to funding. Fee of £36,000, payable by monthly invoice, plus limited long-distance travel expenses. We are not specifying the exact time to be spent on this project however we anticipate it needing at least 180 days' work. Reporting to PCN director; contracted to Redeye.

Responsibilities:

- Administration of the network; dealing with all financial and governance activities, record-keeping, contractual and statutory requirements and other paperwork.
- Advocacy: enthusiastic networking and building support, developing partnerships and increasing interest in the network.
- Events: managing, planning and delivering a number of events across the country.
- Queries: dealing productively with questions and queries from members of the public and specialists
- Communications: overseeing web, social media and other written content.
- Website management:
- Development: creating a business plan and writing funding applications; identifying and developing new areas of activity and partnerships.

3. ABOUT YOU: ESSENTIAL AND DESIRABLE SKILLS, QUALITIES AND EXPERIENCE

Essential:

- Management: significant experience of managing projects or an organisation, that might include commissioning activities or managing staff.
- Development: experience of successfully building a partnership or applying for funds.
- Administration: Excellent time management and organising abilities, record keeping, bookkeeping and budgeting knowledge.
- Digital knowhow: very high digital fluency with proven experience and excellent knowledge of website management, social media and an understanding of databases.
- Adaptability: the ability to learn new systems efficiently, and take advantage of unexpected opportunities.
- Communications: excellent writing and verbal skills. You thrive when networking and building contacts face-to-face. Experience of writing successful funding applications or proposals. Relaxed professional approach, flexible, good team worker, great self-motivation.
- Contacts: good contacts and the willingness to enlist them and use their knowledge and capacity in this role.

Desirable:

- Photography, arts, culture, museums, archives or collections: interest in one or more of these relevant areas, that might include knowledge of cultural organisations in the UK, knowledge of photographic or archiving techniques, or similar related areas.

4. OUR VALUES AND YOUR CHARACTERISTICS

All those who work for the Photographic Collections Network need to be, or become:

Flexible and creative

- Open to discovering and using new possibilities and opportunities
- Happy working in a changing and complex environment
- Comfortable with risk and ambiguity
- Always learning and adapting from evaluation
- Self-motivated but a supportive team contributor where needed.

Informed

- Aware of currents in the broad photographic and creative sector
- Up to speed on best practice as it relates to collections and archives
- Digital fluency; understanding of computers, backup, software and online services
- Interested in the changing political and cultural landscape
- Responding efficiently to research, intelligence and analysis.

Committed

- Working to strengthen the photographic sector as a whole
- Appreciating the value and importance of archives and collections
- Open to offering support at any level, from interested amateur to top professional
- Valuing team and collective working
- Supportive of all our stakeholders.

5. APPLICATION FORM

a) Personal details

First name(s):

Last name:

Address:

Telephone (day):

Telephone (evening):

Email:

Twitter:

Other web or social media:

Date of birth:

Nationality/residence status:

Please state the earliest date you could take up post, if offered the role:

b) Introduction or covering letter text

Please introduce yourself; this might include the stage you are at in your career, the reasons why you are interested in this role and anything special you might bring to it.

c) Relevant experience and suitability for the post

This is your opportunity to make the case for being considered for this role in more detail. Please demonstrate how your experience, qualifications or aptitude fit each criterion of the “skills, qualities and experience” section of the role(s) for which you are applying. Specific examples from your career are welcome. Also refer to section 4 on our values and your characteristics.

d) Other commitments

Please provide detail of your work patterns and working week; state your other expected work or other commitments in 2019-20 and beyond, and explain how this role would fit in with them.

e) Other interests, hobbies & leisure pursuits

Please give details of any other interests you wish to mention.

f) CV (may be tailored for this post)

It should include your educational qualifications, employment history, and membership of relevant bodies.

- Include in each case dates, job title, key responsibilities, organization.
- You must include your reason for leaving / finishing past employment.
- State if work was voluntary/unpaid.
- Please also account for any gap longer than 1 month in your employment history.

If you are working freelance or self-employed please include the scope, detail and dates of your most significant commissions and clients.

g) Referees

Please give details of two referees, the first of whom must be one of the following:

- If you are full- or part-time employed, your current line manager;
- If you are unemployed, your most recent line manager;
- If you are freelance, the person who commissioned you for your most recent major piece of work.

Please explain which one of these roles your first referee carries out.

References may be taken up for shortlisted candidates, but you may state if you do not want this to happen unless an offer is made. A telephone number or email address is required.

First referee's name:

Address:

Email:

Telephone day:

evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any offer is made?

Second referee's name:

Address:

Email:

Telephone day:

evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any offer is made?

h) Declaration

Please sign or type your name and date your application and include the following statement:

I confirm that the information I have given on this form is correct. I understand that false information or misleading statements may be sufficient grounds for dismissal.

Signed:

Date:

6. EQUAL OPPORTUNITIES

Redeye and the Photographic Collections Network aim to be welcoming to the widest possible range of people. To help us to see whether we are doing this, we're collecting some statistics relating to equality issues.

The details you provide will be treated as strictly confidential and in no way will they be taken into account in shortlisting or determining your suitability for the post and will be used for statistical purposes only. If you prefer not to answer any question please leave blank.

a) What is your gender?

b) What age range are you in?

Under 18 []

18-25 []

26-35 []

36-45 []

46-60 []

61-75 []

76 or over []

c) What is your nationality?

d) What is your ethnicity?

e) Do you consider yourself to have a disability?

Yes [] No []

We would like to thank you very much for your interest in The Photographic Collections Network and for your application for the role or roles.