

## Recruitment Information



**Photographer**  
**Fixed term for 6 months**

## **Photographer, Full time fixed term for 6 months**

**£26,576 to £28,897 per annum plus membership of Civil Service pension scheme**

An exciting opportunity has arisen for a temporary appointment to the National Museums Scotland's Collections Information team. Based at the National Museums Collections Centre and reporting to the Collections Information Manager and Lead Photographer, the Photographer will play a central role in supporting the Museum's Exhibitions and displays programme.

As the successful candidate, you will have a degree in photography (or equivalent experience). You will have proven relevant work experience in a museum or similar institution.

You will be competent and experienced in professional digital photography techniques. You will have a good knowledge of digital imaging and studio flash lighting, be experienced in digital imaging technology and be familiar with imaging software, and scanner and PC related software and hardware. You will also be able to provide evidence of existing relevant specialist knowledge.

You will apply professional knowledge and judgement to provide effective advice and support to colleagues and deliver relevant training programmes.

You will possess strong project, time and staff management skills to deliver multiple projects and balance competing priorities, and be proficient in Microsoft Word, Excel and Outlook. Knowledge of, or experience with museum Collections Information Systems, such as Adlib, would be advantageous.

You will be an effective communicator with excellent verbal and written communication skills and the ability to influence and negotiate to build productive working relationships with colleagues and stakeholders, both within the Museum and externally at Scottish and International level.

This contract is fixed term for a period of 6 months.

To make an online application for this post and to find further details of this post and of all our vacancies please visit [www.nms.ac.uk](http://www.nms.ac.uk).

**You are asked to provide a link to an online portfolio of your work containing no more than 12 photographs in your supporting statement.**

The closing date for completed applications is **Friday, 12 March** at midnight. Please state reference number **NMS20/1064**. It is anticipated that the selection event will take place on **Thursday, 08 April 2021**.

***Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.***

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

## JOB DESCRIPTION

<b>Post Title:</b> Photographer		
<b>Department:</b> Collections Services	<b>Section:</b> Collections Information	
<b>Directorate:</b> Collections	<b>Grade:</b> 5	<b>Hours:</b> 37 (net)
<b>Purpose of Post:</b>		
<ul style="list-style-type: none"> <li>▪ To provide digital photographic services, primarily of collections, to meet National Museums Scotland's strategic aims and objectives.</li> </ul>		
<b>Key Responsibilities:</b>		
<ul style="list-style-type: none"> <li>▪ Produce professional quality images, collection and non-collection items, for the purposes of delivering National Museums Scotland's digitisation strategy and other photographic requirements</li> <li>▪ Provide technical advice on standards and techniques of digital photography to National Museums Scotland's staff</li> <li>▪ Take responsibility for allocated projects, including all stages of photographic production and creative decision-making where appropriate</li> <li>▪ Be responsible for organising and prioritising personal workflow in accordance with agreed procedures</li> <li>▪ Develop, manage and deliver Documentation Photography Training programme for the Collections Directorate</li> <li>▪ Be responsible for the care and handling of museum objects, complying with National Museums Scotland's policies and procedures relating to photography, object handling and object storage</li> <li>▪ Be responsible for the care and maintenance of equipment and resources, including studio and location cameras, lighting equipment, computers, scanners and other peripherals as appropriate</li> <li>▪ Commit to, and ensure familiarity with National Museums Scotland's health &amp; safety and access policies, procedures and guidelines</li> </ul>		
<b>Expected Outcomes:</b>		
<ul style="list-style-type: none"> <li>▪ High quality images which meet National Museums Scotland's agreed standards</li> <li>▪ Delivery of efficient and effective digitisation programmes to planned deadlines</li> <li>▪ Application of specialist photography knowledge to provide pragmatic solutions as required</li> <li>▪ Productive and coordinated working relationships with clients and colleagues</li> </ul>		

<p><b>Reports To:</b></p> <p>Collections Information Manager and Lead Photographer</p>
<p><b>Facts and Figures:</b></p> <p><b>Budget:</b> None</p> <p><b>Staff Managed:</b> None</p> <p><b>Indirect Staff Managed:</b> Project staff, interns, volunteers</p> <p><b>Other:</b> None</p>
<p><b>Thinking Skills (Judgements / Decisions Made):</b></p> <ul style="list-style-type: none"> <li>▪ Critical judgement of technical and aesthetic quality</li> <li>▪ Creative judgement on techniques, treatment and style of image to be produced to meet client requirements</li> <li>▪ Prioritising workload to meet deadlines</li> <li>▪ Recognition of issues that require upward referral</li> <li>▪ Communication, negotiation and organisational skills for successful delivery of digital assets</li> </ul>
<p><b>Communication and Contact:</b></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>▪ Section colleagues</li> <li>▪ Collections Services staff</li> <li>▪ Collections Directorate staff</li> <li>▪ Staff from other National Museums Scotland's Directorates as required, i.e. NMSE, External Relations</li> <li>▪ Volunteers</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>▪ Professional colleagues in other museums</li> <li>▪ Freelance photographers</li> <li>▪ Suppliers, consultants and technical representatives</li> </ul>

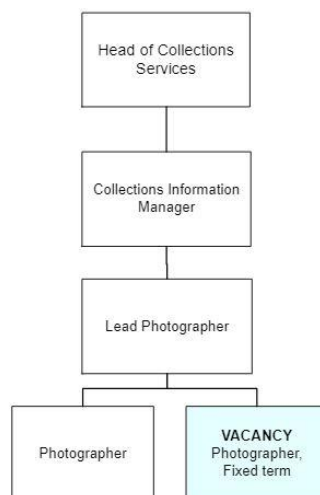
**Most Challenging Parts of the Job:**

- Maintaining a high standard of output whilst meeting deadlines and targets
- Prioritising own workload
- Managing client expectation

**Other Requirements, e.g. Multi-site Working, On Call, etc:**

- Travel to all National Museums Scotland sites as required by work programmes
- Attend meetings, seminars and conferences external to National Museums Scotland
- Travel to non-National Museums Scotland sites as required by work programmes

**Organisation Chart**



**PERSON SPECIFICATION**

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<b>Department:</b> Collections Services	<b>Section:</b> Collections Information	
<b>Directorate:</b> Collections	<b>Grade:</b> 5	<b>Hours:</b> 37(net)

<b>Knowledge</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
Recognised professional qualification in Photography to degree level (or equivalent)	Essential	Certificate
Demonstrable knowledge of professional Photographic and videography techniques	Essential	Portfolio / Selection Event
Good knowledge of digital imaging techniques	Essential	Application / Selection Event
Good knowledge of studio flash lighting	Essential	Application / Selection Event
Familiar with imaging software, including Adobe Photoshop, Capture One, Premiere pro; scanners and related software; and hardware, including PC platforms	Essential	Portfolio / Selection Event
Full understanding of colour management within image capture and editing workflows	Essential	Application / Selection Event
Knowledge of photogrammetry and 360° spins	Desirable	Application / Selection Event
Working knowledge of commercial photography economics	Desirable	Application / Selection Event

<b>Skills</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
High levels of professional competence in terms of techniques and related ICT equipment.	Essential	Portfolio / Selection Event
ICT skills in Microsoft Word, Excel and Outlook	Essential	Certificate / Application
Proven influencing and negotiating skills	Desirable	Certificate / Application
Delivery and development of training programmes	Desirable	Application / Selection Event
Driving licence	Desirable	Licence

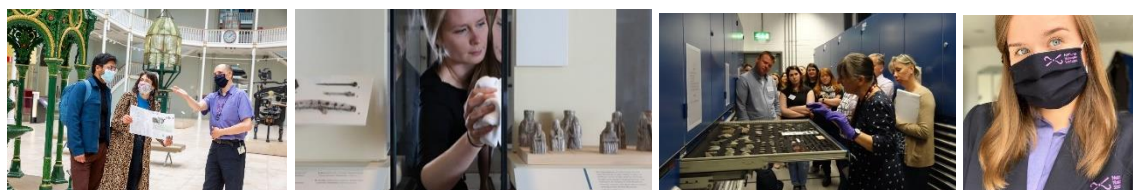
<b>Experience</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
Proven relevant professional photography experience	Essential	Application / Selection Event
Experience in the use of digital imaging technology	Essential	Application / Selection Event
Experience of developing and delivering training programmes	Desirable	Application / Selection Event
Experience of museum working environment	Desirable	Application / Selection Event
Experience of commercial photography environment	Desirable	Application / Selection Event

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in the following five; these will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

<b>Competency</b>	<b>Level</b>	<b>Detail</b>
<b>Building Relationships</b> Works effectively and professionally as part of their team and with others across the organisation; collaborates and networks for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.	2	<ul style="list-style-type: none"> <li>• Understands other National Museums Scotland departments and priorities and how these relate to their own area of work.</li> <li>• Promotes and raises awareness of own role and department, internally or externally.</li> <li>• Encourages co-operation between, people, departments, sites and directorates.</li> <li>• Considers and sees different perspectives on issues, between people, across departments or organisations for mutual benefit.</li> <li>• Works with external stakeholders and organisations to deliver our objectives.</li> </ul>
<b>Communicating &amp; Engaging</b> Uses interpersonal skills flexibly to communicate, influence and negotiate both internally and externally to ensure a shared understanding and a commitment to act.	2	<ul style="list-style-type: none"> <li>• Communicates regularly, accurately, timely and appropriately.</li> <li>• Facilitates two – way communication, encouraging dialogue and exchange throughout and outwith the organisation.</li> <li>• Adapts own style of communication to suit different people’s needs.</li> <li>• Demonstrates empathy and understanding in all communications.</li> <li>• Confidently influences others, rather than manipulating or imposing ideas.</li> </ul>
<b>Focusing on your Customers</b>	2	<ul style="list-style-type: none"> <li>• Is open and receives feedback from customers in</li> </ul>



<p>Places the customer at the heart of what we do, engages, listens and responds to create an outstanding experience and a culture of service excellence, both internally and externally.</p>		<ul style="list-style-type: none"> <li>• a positive way.</li> <li>• Is able to read quickly what a customer wants and gets straight to their needs.</li> <li>• Anticipates customer concerns and reactions; and pre-empts these by addressing them upfront.</li> <li>• Offers a 'bespoke' service and solution to the customer, meeting any special requirements.</li> <li>• Responds, calmly, tactfully and firmly when dealing with difficult situations to resolve the issue.</li> </ul>
<p><b>Improving &amp; Innovating</b> Builds personal and organisational capability to continuously improve to enable National Museums Scotland to excel and lead within the sector.</p>	2	<ul style="list-style-type: none"> <li>• Attends networking events and expert groups, benchmarking with other organisations.</li> <li>• Maintains and shares a network of useful external contacts to facilitate learning and idea generation.</li> <li>• Solves problems collaboratively by thinking laterally and creatively.</li> <li>• Facilitates and programmes in opportunities for staff to contribute their ideas and suggestions.</li> <li>• Seizes opportunities and acts quickly before they are lost.</li> </ul>
<p><b>Planning For Success</b> Realistically plans tasks, programmes and projects in consultation with stakeholders and existing resources and making decisions for effective delivery.</p>	2	<ul style="list-style-type: none"> <li>• Prioritises own workload to meet conflicting demands.</li> <li>• Implements plans for delivery, building in flexibility to cope with last minute demands.</li> <li>• Consults with relevant stakeholders to ensure the output, the outcome and the plan to meet their needs.</li> <li>• Takes into consideration the impact of actions and decisions on others and puts in place measures to minimise them.</li> <li>• Thinks ahead to identify potential obstacles and proactively solves issues to minimise the impact on delivery.</li> </ul>





## General Information – Photographer

### Salary

The salary range is £26,576 to £28,897 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April.

Where an internal candidate successful applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

### Hours

Normally a five-day week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation.

### Location

This post is based at National Museum Collections Centre, Granton, Edinburgh with travel to other Museum sites as required.

### Duration of Appointment

This is a fixed term post for a period of 6 months. It is fixed term due external funding granted to provide support for ongoing projects.

### Probation

New employees are on probation for a period of six months from date of appointment.

### Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

Please note that where more than one candidate is assessed as having met the criteria for the post, National Museums is obliged to offer the post to an eligible candidate who already has the right to live and work in the UK (a settled worker), before considering a candidate for whom a Certificate of Sponsorship application would be required. This is because any such application would need to show that no suitably qualified settled worker is available for the post.

### Selection Process

We use competency based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification.

