COLLECTION SYSTEMS PROJECT MANAGER (Fixed Term Contract)

Full time, 40 hrs per week
Fixed Term Contract, 3 years

The Wallace Collection is a collection of the fine and decorative arts formed in the eighteenth and nineteenth centuries by four successive Marquesses of Hertford and the 4th Marquess's son, Sir Richard Wallace. It was left to the British nation in 1897 and opened as a national museum in June 1900 in Hertford House, Manchester Square, a Grade II listed building in central London. The museum is internationally famous for its masterpieces of painting, sculpture, furniture, arms and armour, and porcelain.

The museum is managed by the Director, Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

SALARY

In the range of £32,357.23 to £41,800 depending upon skills and experience.

LOCATION

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN

PROJECT OVERVIEW

The Wallace Collection is embarking on a major project to implement an effective Collection Management System (CMS) and integrated Digital Asset Management System (DAMS). This project will enhance the Collection's ability to care for, interpret and display its important holdings, research the history of both the Collection and Hertford House and broaden access.

The Collection Systems Project team will sit within the Exhibitions and Collection Care department, comprising of Collections Management, Exhibitions, Conservation, Photography and the Picture Library.

This project is made possible by funding from The National Lottery Heritage Fund.

OVERALL PURPOSE AND ROLE

The Collection Systems Project Manager will lead a collection inventory and data cleaning project to improve the accuracy of our collection records and a major digitisation program in readiness for the migration to a new CMS and integrated DAMS.

The post holder will scope technology solutions which will facilitate collection inventory audits, loan and exhibitions administration and collection care; the management of digital assets and associated rights; and enhance the Collection's online presence.

KEY RESPONSIBILITIES

Project Management
- Devise and implement a detailed project plan, with key milestones and deadlines that are achievable, to guide providers, staff members and project teams.
- Maintain excellent project governance, monitoring project performance to ensure timely delivery to agreed standard and budget.
- Set up and lead the CMS/DAMS project team and external focus groups to evaluate system requirements; chair the project steering group; report progress to stakeholders according to the project schedule and evaluation criteria.
- Implement quality control procedures to ensure data and digital assets conform to agreed standards.
- Ensure the NLHF evaluation and reporting requirements are met throughout the duration of the project.

Digitisation programme
- Devise and implement the Digitisation program plan, in consultation with key internal stakeholders.
- Oversee the successful delivery of the plan, from the initial physical media identification, to cataloguing, storage and dissemination.

Collection records improvement
- Devise a comprehensive review of current CMS object records and implement an improvement plan, according to priorities, in consultation with key internal stakeholders.
- Oversee the delivery of the improvement plan, from the review, to physical audit and data cleaning, to reconciliation and cataloguing of all objects.
- Ensure that agreed museum data standards, including SPECTRUM, are adhered to throughout.

Collections systems

- Work in collaboration with relevant departments to draw up specifications for an integrated CMS and DAMS considering organisational requirements and short to long-term strategic objectives.
- Work with the IT department to plan, coordinate and implement security measures to safeguard collections information and digital assets.
- Work with IT department and Zetcom to review infrastructure requirements, including storage needs.
- Work with the Digital Audience team to ensure compatibility and straightforward synchronisation between CMS, DAMS and the content management system used for our website.
- Plan and carry out as possible the procurement of the CMS/DAMS, installation configuration, migration, test environment, launch and live environment testing.

People Management

- Appoint and manage the Collections Documentation Officer, ensuring the records are updated to a high and consistent standard.
- Appoint and manage the Digitisation Officer, ensure the image digitalization process adheres to Wallace Image standards.
- Appoints and manage two project trainees, in accordance to the agreed NLHF terms.
- Identify training needs of direct reports and arrange as required, promoting development.

Finance and Procurement

- Accurate management of project budget, tracking expenditure, generating accurate forecasts and regular reporting.
- Procure and appoint suitable transport and storage for analogue images, equipment and materials.
- Plan the procurement CMS and DAMS.
- Ensure all procurement and budget management meet NLHF criteria, and support colleagues with reporting as required to NLHF.

REPORTS TO

Head of Exhibitions and Collection Care

KEY RELATIONSHIPS

- Photographer and Digital Assets Manager

- IT department
- Digital and Audiences Officer

Liaises with Exhibitions, Conservation, Curatorial, Learning, Events, and Development.

PERSON SPECIFICATION

Essential Skills and Competencies
- Demonstrable experience of managing a project of £50k+ to budget and deadline.
- An understanding of the rapidly evolving landscape of digital solutions, from cloud-based, open source solutions to locally hosted software options.
- Excellent ICT skills, with a high level of competence using collections information and digital asset management systems within MS Windows and SQL Server environments.
- Understanding of collections management processes and museum data standards.
- Excellent communication and interpersonal skills.
- Exceptional time management skills, to successfully manage simultaneous project deadlines effectively and to work flexibly and calmly under pressure.

Desirable Requirements
- 4+ years' experience in a similar position within an equivalent organisation working with a CMS and DAMS.
- Degree level qualification in a relevant subject, or equivalent vocational experience.
- An understanding of data systems terminology and technical functionality including APIs, script writing and web development.
- Working understanding of Digitisation projects.
- Experience of working with analogue images.
- Experience using project management techniques e.g. AGILE and PRINCE2.
- Previous experience in procuring and implementing CMS and DAMS.
- Line management experience.

SALARY, BENEFITS AND WORKING HOURS

The salary for this post will be £32,357.23 – £41,800 per annum. In addition, the post holder will receive 25 days paid annual leave per annum (plus 2.5 privilege days), membership in a pension scheme and an interest-free season ticket loan (after six months' service).

For this post, the normal working week is five days, Monday to Friday, 9am to 5pm. Flexible working hours and remote working can be discussed according to circumstances.

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunity employer and welcomes applications from all sections of the community.

HOW TO APPLY

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by 31/03/2024.

Please note late applications or applications via a CV will not be considered.

Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible.

Appointment to the role is subject to a satisfactory Basic Disclosure check.

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