

Job Description

Position: Archive Manager

Hours: 40 hours per week. Monday-Friday, 10am-6pm
Salary: £ 25 – 28, 000 depending on experience
Probation: 3 months

The Modern Institute is a Glasgow based international contemporary art gallery. It represents, exhibits and promotes the work of 43 artists based in the UK and Internationally. The Modern Institute programs up to 10 exhibitions a year in its own gallery spaces and helps organise numerous other exhibitions in Museums and private galleries on behalf of its represented artists. The Modern Institute also participates in 6 international art fairs throughout the year.

1. Principal Aim of the Post:

The Archive Manager has overall responsibility for keeping full and accurate records of all artists' artwork inventory, image libraries, exhibition history, publications and print archive.

You will be required to work across several areas in the gallery, both independently as well as on tasks to support the gallery Directors and alongside the other gallery departments - Project Coordinators, Registrars and Technical. You are also responsible for managing the Archive Assistant and interns. The role is varied and dynamic and seeks an individual with previous experience of working within a visual arts organisation as well as knowledge and interest within the field of contemporary visual art.

The Gallery Archive is a key resource for the company's business and is required to be correct, current, easily accessed and understood whether that be loaning artworks for exhibitions, selling to collectors, staging exhibitions in our two gallery spaces, attending international art fairs, for books, catalogues and enquiries from third parties - for external exhibition purposes, academic research, media and press or print and digital publication.

This requires a flexible approach, to keep abreast of new technologies in order to adapt to the changing needs of the gallery and artists and to develop and implement new systems to improve and streamline working practices.

2. Principal Duties and Responsibilities:

- Cataloguing of Artworks and Exhibition Archive - Using the gallery database to keep a full, accurate and current catalogue of each artist's work. Liaising with staff, artists, external galleries and museums to keep up to date photographic and print documentation on all work and exhibitions/ commissions/ projects and to prepare all exhibition documents and catalogues for gallery exhibitions.
- Artists' Biographies and Bibliographies - Liaising with staff, artists and external galleries to ensure current biography, bibliography and catalogue stock is kept for each artist. Collating and managing and digital and print archive of all relevant articles and reviews on artists, exhibitions, marketing and press coverage as well as the gallery and director's press coverage.
- Press & Information Requests - Handling press and information requests, providing images and information as required for external parties and the artists. Dealing with image licensing.

- Photography and Image processing – Arranging photography of gallery exhibitions and artworks, plus off site exhibitions and commissions as required. Image processing and retouching, including liaising with directors for PDF presentations for exhibitions, sales and artist portfolios.
- Exhibitions - Liaising with exhibiting artists and associated galleries, to prepare all exhibition documents and catalogues for gallery and off site exhibitions as required.
- Artwork Inventory Stock-checking - Liaising with Storage Facility Manager and the directors to keep accurate database inventory records of available works in gallery and offsite storage including historical works.
- Art Fairs - Preparing artist's' archive and inventory for mobile devices. Preparing all supporting information and documentation for staff at art fairs as required. Assisting with the planning of fair related tasks.
- Sales Admin Support - Overseeing the Archive Assistant in preparing and supplying supporting material for collectors.
- Publications & Bookshop - Overseeing the Archive Assistant in managing the bookshop inventory, stocktaking, restocking and pricing. Distributing books to individuals and other galleries/ institutions as required. Management of the office reference library.
- Print Archives - Collating print documents related to the gallery artists, exhibitions and projects. Managing the print archive at the offsite gallery storage facility.
- Website - managing and updating all visual content for the website. Liaising with other gallery staff to ensure information is current and desirable. Liaising with Website manager as required to deal with any technical issues and adjustments.
- Archive Projects - Working on database and archive projects as required.
- Assigning task to the Archive Assistant, Interns and weekend staff as required.
- Any other duties as required.

3. PERSON SPECIFICATION

3. 1 Essential Skills

- Excellent written and verbal communication skills.
- Excellent administrative and organisational skills, with exceptional attention to detail.
- Excellent I.T. skills and advanced computer literacy. Candidate must have proficiency in the following computer based applications: Microsoft Office, Adobe Creative Suite (including Photoshop, Bridge, Acrobat Pro, InDesign, and Illustrator), iPhoto and web browsing applications.
- Knowledge and experience of Apple Mac computers, mobile devices and all integrated mac systems, i.e. Mail, iTunes, Preview, etc.
- Firm knowledge and expertise in working within a visual arts archive – both digitally and physically.
- Good knowledge and experience of working with Databases and Content Management Systems, social networking sites and email marketing services,
- Proficiency in image processing and editing, with a good eye for visual content.
- Good at working on own initiative, both independently and within a team.
- Flexibility and willing to work outside normal office hours when required.
- Excellent time management skills, with the ability to set and adhere to deadlines.
- Prior knowledge and experience within the visual arts sector including knowledge of the contemporary visual arts sector within Scotland and internationally.
- Candidate must hold a degree level qualification in a relevant Arts or Creative Industries discipline.

3. 2 Desirable Skills/ Requirements:

- Experience of dealing with press.
- Ability to network within the contemporary visual arts sector.
- Advanced graphic design and image processing skills.
- Experience of Filemaker Pro
- Prior knowledge of the organisation and its represented artists.

The role will be based at The Modern Institute/Toby Webster Ltd, 14 – 20 Osborne Street, Glasgow G1 5QN