



## JOB DESCRIPTION

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<b>Job Title</b>	Photographer
<b>Department</b>	Visual Resources
<b>Reports to</b>	Creative Producer Photography Stills
<b>Location</b>	IWM Duxford
<b>Salary</b>	£25,530 per annum
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	36 hours per week
<b>Contract</b>	Trading Company

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We are one of the world's leading authorities on conflict and its impact on people's lives – from 1914 through to the present day and beyond. Our collections are filled with personal stories and experiences, inspiring powerful and often conflicting emotions. We aim to share these stories with as many audiences as possible across the world in a way that engages and challenges them, increasing understanding of why we go to war and the effect that conflict has on people's lives. In other words, we expect our stories to change the way people think about war.

We rely on our staff to help us achieve this aspiration. You should be able to demonstrate the skills and competencies set out below, but equally we are looking for people who believe in what we do and who we are, and can treat every colleague, customer or visitor with respect, courtesy, and honesty. We expect our staff to work flexibly and with enthusiasm. These are the qualities that make IWM such an extraordinary place to work.

### **Purpose of the job**

As a part of the Visual Resources team, the photographer provides high quality professional imaging services to internal and external markets. The scope of the work will range from high end capture of 2d and 3d objects in the studio, to providing creative and conceptual work to keep the Museum stock images current and contemporary. The role includes the covering of IWM events and press calls, which need immediate turn around for delivery to IWM social media channels as well as external press outlets.

The photographer is responsible for all post processing of their imagery using the Adobe imaging products or similar software on Apple Mac machines and proactively manages the data they keep for storage on the Museums server structures.

The post holder has a flexible attitude to working patterns as some travelling and out of hours work (including weekends) is required.

### **Key duties**

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will be expected to work across departments effectively, working with individuals, partners and where appropriate volunteers.

To identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

You will be expected to comply with corporate standards, and use corporate systems, processes and procedures– and undertake any necessary training as directed.

Support and facilitate public access to our collection, expertise and knowledge.

Develop, partake in and produce accessible material and activities aimed at engaging, informing, educating and enthusing our audiences and potential audiences in the collection and our subject matter, and mission.

**In addition**, your duties will include:

### **Stills**

Working independently or under art direction at all IWM sites or on location.

- Work on Museum projects as set out in the Corporate Plan to hone the brief with clients and provide high quality imagery for every project.
- Using a mix of high-end cameras, together with flash and continuous lighting, provide on brand studio style imagery of a large range of objects (aircraft to art medals) for exhibition, publications, web site and records.
- Add to the Visual Resources on brand stock photography for use by IWM staff to promote the organisation in publications online, and in print.
- Undertake high quality studio and location photography selecting the appropriate equipment from a range of camera formats on a variety of subjects including IWM Collections, exhibition documentation, portraiture, and IWM site imagery.
- Attend press calls and take high quality press imagery including gallery openings, social and events photography. Produce creative responses to marketing and advertising briefs. Liaise with customers on requirements for the shoot and facilitate the delivery of files and prints, where appropriate. Where necessary manage the correct completion of GDPR permissions forms that allow imagery to be used by the IWM as part of its' marketing strategy.
- At all times post process images to the highest professional standards using the sections current software and ensure that images are properly captioned and have correct metadata entered before delivering to systems and/or clients in a timely manner.

### **Printing**

- Professional standard output from digital files to given specifications using wide format inkjet equipment ensuring colour and tonal accuracy at all times.

### **General Duties**

- For all disciplines undertaken apply good housekeeping techniques to maintain server stability.
- Monitor the condition of photographic equipment advising on faults or repair requirements. Exercise care and control of equipment ensuring safety and security at all times.
- Ensure that information regarding progress of customer orders held on the department database is accurately maintained.
- Be aware of the principles of accountability, care, and conservation and ensure that the collections are cared for within Museum guidelines.
- Remain vigilant at all times in the use of photographic and ancillary equipment, ensuring that health and safety guidelines are followed by self and others at all times.
- Liaise with staff and public to make arrangements for photography.

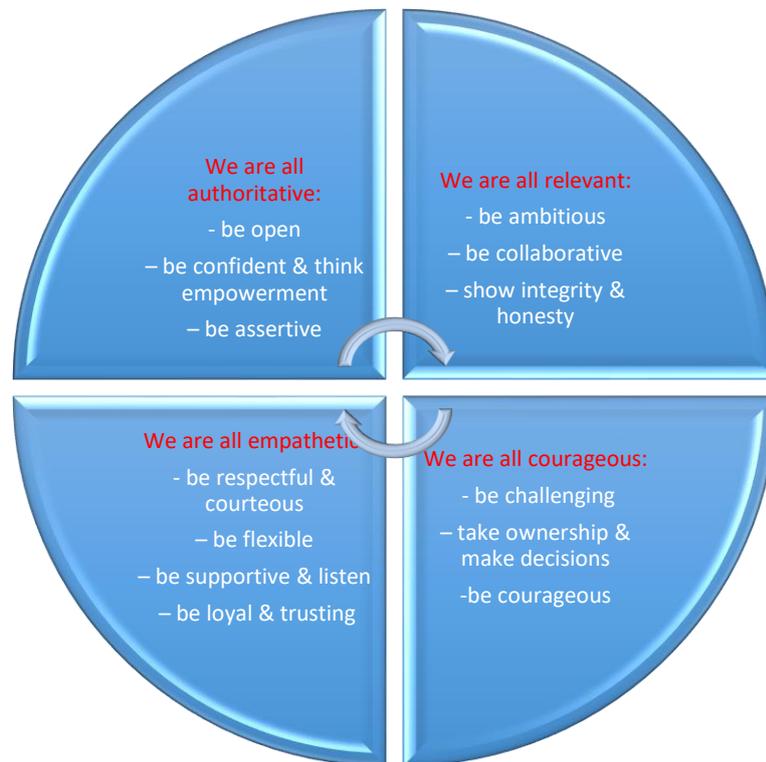
This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

## Person Specification:

	Essential criteria	How this will be assessed
1	Degree level qualification in photography <b>OR</b> demonstrable experience as a professional photography in a similar or comparative heritage environment	Application Form & Interview
2	Excellent computer literacy using Apple Mac OS	Application Form, Interview & Test
3	Professional use of Adobe imaging products (or similar) at current versions	Application Form, Interview, & Test
4	Knowledge and use of a wide range of high-end digital capture equipment	Application Form & Interview
5	Professional skills in photography both in the studio and on location	Application Form, Interview & Test
6	Aptitude to understand and use differing imaging software(s)	Application Form & Interview
	<b>Desirable</b>	
7	Clean driving licence and an ability and willingness to drive to a range of UK and European locations	Application Form
	<b>Key competencies</b>	
8	<b>Continuous Improvement</b> Takes a keen active interest in improving the services of IWM. Keeps up to date with changes and pro-actively solves problems.	Application Form & Interview
9	<b>Results Drive</b> Remains focused on priorities and does all that is necessary to deliver results. Adapts well to changing demands, overcomes obstacle, and remains in control when under pressure.	Application Form & Interview
10	<b>Team Working and Collaboration</b> Demonstrates a team-orientated approach. Builds trusting relationships, freely shares information with colleagues and listens to other ideas and perspectives. Supports others and helps to create a productive working environment	Application Form & Interview
11	<b>Customer and Communication Skills</b> Demonstrates a genuine desire to work with and serve the public. Engages positively with customers, develops a clear understanding of their needs, and does all that is feasible to satisfy them.	Application Form & Interview
12	<b>Promoting Diversity</b> Takes an active interest in making the museum a rewarding place to visit or work for people from all backgrounds. Builds understanding and empathy with all people and challenges bias of all types.	Application Form & Interview
13	<b>Financial Management</b> Manages budgets effectively. Demonstrates a responsible attitude to available resources and uses them efficiently and effectively.	Application Form & Interview
14	<b>Implementing Digital Developments in the Department</b> Is digitally aware and responsible in own areas of work	Application Form & Interview

15	<b>Communicating Effectively</b> Communicates confidently and precisely when speaking and writing. Changes the style of communication to match the needs of those present. Listens carefully and gets to the key issues quickly.	Application Form & Interview
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Our four values guide us in our day-to-day work, but they also set principles for how we expect all of us to behave:



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## Additional Information

### Benefits

The benefits listed below are discretionary and we reserve the right, with due notice, to vary or withdraw them at any time. All such benefits apply during the course of your employment in this post only.

- Our generous full-time equivalent annual leave allowance is 25 days per annum plus public holidays rising to 30 days after 5 years
- Access to our Pension Scheme arrangements including employer contributions.
- 20% discount in all IWM's on-site shops.
- A 25% discount in IWM's cafes.
- Free entry to a large number of other museums & galleries and their exhibitions which we have reciprocal arrangements with.
- Enhanced maternity and paternity benefits dependent on length of service.
- Access to our in-house training programmes and development
- Access to an interest free season ticket loan scheme after three months service.
- Access to a Ride 2 Work Scheme
- Access to our Employee Assistance Programme, and Career Development Advice.
- IWM staff also have access to The Charity for Civil Servants services and support.
- Eligibility to join the Civil Service Sports Club, securing additional discounts and benefits.
- Access to social events run by groups with IWM.

## Selection

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your application form gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed on your application form. Applications by CV only will not be accepted.

## To Apply

Apply online via our website [www.iwm.org.uk/corporate/jobs](http://www.iwm.org.uk/corporate/jobs)

Please note we do not accept only CV's; you will be required to fill in an online application form.

If you have any queries, please contact us at [recruit@iwm.org.uk](mailto:recruit@iwm.org.uk)

**The closing date for receipt of applications is 9am, Tuesday 28th June 2022.**

**Interviews will be held shortly after.** Please note that the interview date(s) has been specifically chosen according to the availability of the panel. You are advised to keep this date free if you are interested in this vacancy. We are unable to reschedule interviews.

We regret that if you have not heard from us within three weeks of the closing date your application, in this instance, has been unsuccessful.

***IWM is committed to a policy of Equal Opportunities.***

*We miss out when people feel IWM isn't for them, and are committed to removing and reducing barriers to make IWM open to everyone.*

*Our Access and Inclusion strategy has been developed to promote openness, equal opportunities to access, inclusivity and encourage diversity in everything that we do, from employment practices, the services we provide to our visitors to the facilities we make available to public.*

*At IWM we seek to address the need for greater diversity within our workforce as well as the wider museum and heritage sector. In all our practices we embrace diversity and promote equality of opportunity and we welcome applications from suitable candidates of all backgrounds.*

***IWM is committed to safe recruitment and all necessary disclosure and barring checks are mandatory, with higher level checks including Barred Lists for all sensitive roles.***