

ROLE PROFILE

VISUAL ARTS COLLECTION COORDINATOR

This role provides administrative support to the Visual Arts team in the use and development of the British Council Collection. The Visual Arts Collection Coordinator supports documentation and digitisation of the Collection by coordinating photography, maintaining copyright records, running and maintaining the visual arts photographic archive; liaising with DACS, Bridgeman Art Library and others. The role supports physical and digital access to the Collection by escorting visitors to the art stores, and collating information for the website for example by producing, and keeping up to date, biographical information on Collection artists.

The Visual Arts Collection Coordinator assists with Collection development and acquisition of new works including liaising with artists and galleries, and preparing documentation and condition reports for new works. The role undertakes tasks in financial processing, Collection audit, answering Collection and image enquiries from internal and external stakeholders, and occasional loan couriating. The Visual Arts Collection Coordinator will work collaboratively particularly with technical, collection management, curatorial and communications colleagues.

Role Information

Role	Pay Band	Location	Duration	Reports to:
Visual Arts Collection Coordinator	British Council Pay Band 6	London	2 years	Visual Arts Collection Manager

Role purpose

To provide administrative support, operational assistance and professional sector liaison, making efficient use of processes and systems to ensure the smooth running and satisfactory delivery of British Council Collection development work.

Strategic Business Unit (SBU) overview:

The **British Council** was founded to create 'a friendly knowledge and understanding' between the people of the UK and wider world by making a positive contribution to the countries we work with, and in doing so making a lasting difference to the UK's international standing, prosperity and security. The programmes we use to do this are wide-ranging and cover the arts, education, English, science and society.

Our UK **Arts team** works with the British Council's global network of offices to achieve significant impact and change by finding new ways of connecting and seeing each other through the arts. Our team in the UK has three main groupings: We have six art form teams; three cross-disciplinary teams; and three country-specific teams in Scotland, Wales and Northern Ireland. Our aim is to see stronger creative sectors across the world that are better connected with the UK. We believe arts and culture are vital to prosperous, secure societies, and that offering international cultural connections and experiences strengthens their resilience. We are uniquely able to make a difference thanks to our extensive and diverse networks in the UK and internationally, enabling us to respond to the individual context of each place we work in. [Link to Vision on internet.](#)

In the **Visual Arts team** we use our connections and understanding of the UK contemporary art sector to advise and support our international colleagues on working with museums, galleries and artists within cultural relations programmes and provide a link to the UK. We work in partnership with museums, galleries and artists to develop projects to encourage showcasing, collaboration and professional exchange, and to build relationships between the museum, gallery and art communities in the UK and around the world.

The British Council Collection began in 1938 with a modest group of works on paper and has grown to more than 8,700 modern and contemporary artworks, including paintings, drawings, sculpture, photography, film and multimedia, by over 1,250 artists. The Collection promotes artists who have contributed to the development of British art by purchasing their work at a significant stage in their careers and enabling it to reach a global audience. The British Council's Visual Arts team helps these objects to travel around the world as part of our international exhibitions. We also loan works to museums and galleries in the UK and overseas, and we invite curators from around the world to engage with our Collection, learn about how we manage it and select works to display in their home country. <http://visualarts.britishcouncil.org/about>

Main opportunities/challenges for this role:

- Managing competing demands on time and resource.
- Coordinating photography of the Collection, maintaining copyright records, running and maintaining the visual arts photographic archive

- Maintaining accuracy and constantly improving standards in the preparation of acquisition documentation: contracts, payments, conditioning checking, artist records.
- Assisting the team with acquisition processes including documentation and gallery liaison, working closely with the Touring Exhibitions Manager who is responsible for transport and logistics.
- Working with the team to support further ways of using the Collection by facilitating visits to the Collection and maintaining up-to-date knowledge of the UK sector.
- Assisting the team in the implementation and delivery of a new collection management database
- Assisting the Visual Arts team with the planning and coordination for any future Collection decant.

Main Accountabilities:

Programme delivery

- As part of a dedicated team supports the preparation and delivery of the acquisitions programme by implementing a range of operational procedures and systems, including transportation and documentation.
- Working with the technical team researches the requirements for art works, helping to source equipment or materials required for the display of artworks, and producing installation manuals and exhibition specification documents as required.
- Undertakes condition inspections of work, and prepares and maintains condition reports for new art works.
- Arranges photography, image sourcing and copyright clearance for Collection works.

Programme and team administrative support

- Implements an agreed set of operational activities to ensure these are delivered to time, budget and quality.
- Operates effective, British Council compliant controls, risk management and monitoring and evaluation processes to track progress and alert colleagues and partners to issues as they arise.
- Provides general administrative support to ensure the smooth and efficient delivery of Visual Arts strategy and activities.

Customer/market focus

- Takes responsibility for responding knowledgeably and professionally to enquiries about the British Council's Visual Arts work within the Arts sector to ensure a high quality customer experience and maintain the team's reputation internally and externally.
- Maintaining good relationship across internal art forms and business support teams (for example finance, IT and facilities) and external partners, artists and contractors.

Sector/subject expertise

- Proactively maintains a sound working knowledge of major developments, issues and stakeholders within the Visual Arts sector to build professional credibility, confidence and market insight.
- Keeps up to date with developments in collection care, export and import regulations for artworks and in the safe handling and transportation of artworks internationally.

Relationship & stakeholder management

- Develops good working relationships with appropriate colleagues throughout the British Council and in the Visual Arts sector to facilitate effective development and delivery of the Visual Arts programme.

Financial and contract management support

- Administers British Council financial processes and procedures to enable effective budget and resource management for the team, e.g. using the finance and business system's procurement processes including raising purchase orders and invoices and creating

vendors.

- Actively seeks to ensure value for money on behalf of the British Council for example when booking travel and arranging services.

Leadership & management

- Plans and prioritises own work activities, which may span across a range of different projects and programmes responding to changing and at times competing requirements to ensure effective delivery of responsibilities.
- Tasks and coordinates others (e.g. internal colleagues, external partners, artists, freelance advisers etc.) to complete activities in accordance with agreed project or programme milestones or requirements.
- Ensure that the organisation's Equality Diversity and Inclusion principles are embedded in ways of working

Risk & compliance

- Follows agreed British Council risk management processes and procedures when delivering services (e.g. child protection, security policies, financial protocols, anti-fraud measures) to protect the interests of the British Council and its customers at all times.

Other important features or requirements of the job

- Temporary duty overseas to escort, courier and install works of art.
- This post requires the physical handling and lifting of art works.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	EU passport/existing right to work in the UK	Shortlisting
Person Specification:		Assessment stage
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Educated to at least degree level in a visual arts or design discipline or equivalent. 	Shortlisting
Job Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • Excellent knowledge of and interest in UK visual arts sector. • Demonstrable knowledge and experience of international museum collection care standards for handling, transport and display of art. • Demonstrable understanding of the principles of conservation condition 	<ul style="list-style-type: none"> • Good knowledge of contemporary and modern visual arts in the UK. • Experience of using a financial system to process purchase orders and invoices • Knowledge of copyright and Intellectual Property legislation • Professional experience working in a visual arts or museum 	Shortlisting

<p>reports and photographic documentation of works of art.</p> <ul style="list-style-type: none"> • Experience of office administration for example using databases or other systems. • Good relationship management skills 	environment.	
British Council Core Skills		Assessment Stage
<p>Communicating and Influencing – Level 2 Displays good written and verbal skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</p>		<i>Shortlisting AND Interview</i>
<p>Planning and Organizing – level 2 Able to organise own work over weeks and months, or to plan ahead for a team, taking account of priorities and the impact on others.</p>		<i>Shortlisting AND Interview</i>
<p>Using Technology – Level 2 Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</p>		<i>Shortlisting AND Interview</i>
<p>Account & Partnership Management - Level 2 Experience of communicating regularly with stakeholders, customers and/or partners to build mutual understanding and trust.</p>		<i>Shortlisting AND Interview</i>
British Council Behaviours		Assessment Stage
<p>Connecting with others (MORE DEMANDING) Actively appreciating the needs and concerns of myself and others</p>		<i>Interview</i>
<p>Being Accountable (MORE DEMANDING) Putting the needs of the team or British Council ahead of my own</p>		<i>Interview</i>
<p>Making it happen (MORE DEMANDING) Challenging myself and others to deliver and measure better results</p>		<i>Interview</i>
<p>Creating shared purpose (ESSENTIAL) Communicating an engaging picture of how we can work together</p>		<i>Performance Management only</i>
<p>Working together (MORE DEMANDING) Ensuring that others benefit as well as me</p>		<i>Performance Management only</i>
<p>Shaping the future (ESSENTIAL) Looking for ways in which we can do things better</p>		<i>Performance Management only</i>