

## JOB DESCRIPTION



<b>Job Title</b>	Digital Preservation Manager	<b>Duration</b>	Permanent
<b>Division</b>	Collections Care and Access	<b>Hours/FTE</b>	36
<b>Dept</b>	Conservation		
<b>Reports to</b>	Head of Conservation	<b>Direct Reports</b>	tbc

### Context

The V&A is a family of museums dedicated to the power of creativity. Our mission is to champion design and creativity in all its forms, advance cultural knowledge, and inspire makers, creators and innovators everywhere. We share a 5,000-year-old story of creativity through exhibitions, events, educational programmes, digital experiences, conservation, research, and an ever-evolving national collection of over 2.8m objects spanning every creative discipline.

The mission of the Collections Care and Access division is to manage, preserve, and provide access to the V&A's collection in both physical and digital format, working across multiple V&A sites, at South Kensington, Bethnal Green and in Stratford. The division is made up of the following departments: Conservation, Technical Services, Collections Management, Photography and Digitisation, and Collections Access.

The Conservation department brings excellence and innovation to the long-term care of the V&A's collections, supporting access to the collections, the V&A's public programme, and care of collections research initiatives.

The V&A recently commissioned an audit of its digital assets to assess their status and set out priorities for digital preservation. The Digital Preservation Manager is the V&A's first role in its developing digital strategy and the post holder will work with the Digital Steering Group in implementing the audit's recommendations, developing preservation strategy, policies, and procedures, and making business cases for further staff and infrastructure investment.

### Main Purpose of job

The Digital Preservation Manager will manage the preservation of the V&A's digital assets, including both Collections and Corporate records, providing technical leadership in their area of expertise and supporting the delivery of the museum's strategic objectives.

The Digital Preservation Manager will also advocate for the strategic development of expertise in digital preservation across the V&A, develop and implement an overarching digital preservation strategy for accessioning, access, long-term preservation of digital collections and digitised resources, including standards and procedures. They will establish and deliver a programme of care and preservation of digital collections and maintain a cross-departmental action plan of both proactive and passive interventions to ensure that other digital resources of enduring value are preserved and that reporting metrics for these assets are in place.

In 2023 the V&A undertook an audit of its digital assets (including collections, archives and corporate information assets) to assess their status and the museum's capacity to manage their preservation. This identified priorities for digital preservation and set out recommendations for strategy, policies, and procedures. The Digital Preservation Manager is a new role at the V&A which will drive the development and implementation of the museum's new digital preservation strategy.

The Digital Preservation Manager will work in close collaboration with Technology, Curatorial, Collections Management, and other departmental colleagues across the V&A as well as external partners.

### Key Responsibilities

Act as the authority on digital preservation at the V&A by developing and implementing a digital preservation strategy in line with best practice and standards.
Manage the process for regular review and updating of policy and strategy, and subsequent actions, leading on the continuous improvement of digital preservation of V&A collections. Working with relevant stakeholders on performance analysis, risk, opportunity, and maintenance of preservation management systems.
Develop and manage preservation programmes and contribute to decision making for born digital collections, informed by provenance, content, and past management of the collection.
Develop and lead on programme of preservation and accessibility for born digital collections, including regular surveys of these collections (through monitoring and analysis) to determine digital preservation priorities. Monitor and evaluate preservation programmes.
Undertake quality assurance and data integrity, developing and maintaining V&A's metadata in accordance with international standards, and ensuring that systems accommodate all defined digital preservation metadata and that metadata in different systems is in standardised or interoperable formats and architectures.
Support the research acquisition of born digital collections to drive effective workflows that meets the V&A's acquisition, preservation, access, and disposal strategies.
Support the procurement and act as the lead user on the implementation of new digital preservation systems, infrastructure, and equipment for born-digital/hybrid collections. Manage long-term maintenance and upkeep of the digital media studio in conjunction with the Technology Team.
Actively promote the use and understanding of digital preservation standards across the organisation. Work closely with key stakeholders to communicate the interdependences between projects to enable resource planning and ensure that actions are included in departmental plans.
Identify digital preservation skills requirements (technical and strategic) of V&A staff and create a training plan.
Work with Head of Conservation in setting priorities and resourcing for major preservation projects, including developing funding bids.
Actively carries out line management duties regarding performance, absence management and other museum policies.

*The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.*

## Person specification

Job Specific	Degree level training in a relevant discipline with broader skills set through continual professional development, or equivalent experience.
	Experience of managing digital media resources and driving digital preservation with current knowledge of best practice tools, IT and collections management systems, and techniques for digital preservation.
	Practical experience of implementing and working with tools of digital preservation, including systems, metadata standards, data structure standards and models.
	Demonstrable experience in digital preservation management, including content management, access, migration, standards and best practice.
	An understanding of digital asset management systems functionality and associated underlying technical database architecture with a working knowledge of storage and file system management.
	Experience of training users in the use of systems and digital resource creation and handling.
	Experience of legal compliance with managing sensitive data e.g., compliance with GDPR and Cyber Essentials
Core Skills	Ability to communicate effectively to technical and non-technical users.
	A collaborative approach to team-working - the ability to work cross-departmentally and develop effective working relationships with staff across all V&A sites.
	Experience of working on complex, multi-faceted projects.
	Strong leadership skills with demonstrable experience of working effectively across highly skilled teams and successfully delivering preservation projects.
	A clear understanding of the wider context of museums as institutions in the current political context, and the external and internal influences that may affect the role in delivering its objectives.
	Significant experience of managing and prioritizing a high workload and multiple complex issues and tasks in a changing environment with tight deadlines
Core Skills Behaviours	<b>Respects</b> others' expertise, time, perspectives and contribution.
	<b>Takes responsibility</b> for delivering on actions, achieving high-standards and learning from mistakes
	<b>Open to change</b> , new ideas and suggestions; looks for opportunities for improvement and self-development
	<b>Works with others</b> outside their own department in a collaborative, understanding, and, engaging way.
	<b>Actively leads and manages others</b> , taking ownership of corporate decisions and role models positive behaviours.
Desirable	Relevant professional accreditation. Knowledge of the V&A and its collections.

Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.