Employment Information Package

Digital Photographer
**Job Title:** Digital Photographer  
**Contract:** 1 year fixed term contract  
**Reports to:** Digital Curator  
**Location:** Chester Beatty, Dublin Castle, Dublin, Ireland  
**Date:** September 2019

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**The Chester Beatty**

The Chester Beatty contains a world famous collection of manuscripts, prints, miniature paintings, early printed books and objets d’art from countries across Asia, the Middle East, North Africa and Europe. The Collection is principally focused on the written word and its associated painted and printed images.

The museum is one of Ireland’s leading national cultural institutions. It is a public charitable trust established under the will of the late Sir Alfred Chester Beatty and is governed by a Board of Trustees.

The Western treasures of the museum include some of the earliest sources on papyrus for the bible and a great library of Manichean texts; Armenian and European manuscripts from medieval, Renaissance and modern times; prints, early and fine books and bindings complete a remarkable conspectus of the arts of manuscript production and printing from many cultures and periods.

Chinese and Japanese painted scrolls and albums, woodblock prints, printed books and decorative arts are among the most important part of the museum’s East Asian holdings. The Asian collections also contain material from India, Nepal, Sri Lanka, Tibet, Mongolia, Thailand, Burma (Myanmar) and Indonesia.

Over 6,000 individual items, mainly manuscripts and single-page paintings and calligraphies, make up the Islamic Collections. This includes more than 260 complete and fragmentary Qur’ans, some dating from the late eighth and ninth centuries and including the work of the leading calligraphers of the Islamic world.

For more information on the CB, its holdings and a full schedule of events and activities please visit https://chesterbeatty.ie

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**Summary Job Purpose**

In the lifetime of our current Strategic Plan 2016-2020, the museum is committed to expanding access to the museum Collections through the utilisation of new internet-based technologies. To support this goal the museum developed an in-house digitisation programme, which commenced in 2017. In addition to creating and preserving this new digital content, the museum is now also making it available online through a dedicated open access digital image repository.
Working within the Digital Department, the Digital Photographer will assist in the implementation of the museum’s digitisation workflow and will be tasked with the digitisation of specified Collections in accordance with the museum’s Digitisation Strategy and related policies.

The Chester Beatty is a collaborative organisation and the global nature of the collections are reflected in our multicultural and intercultural programming. The successful candidate will be an energetic individual who has a passion for the arts and possesses excellent interpersonal skills. This person will form part of a small but dynamic team that is characterised by its flexibility to adapt to both the rapidly changing technical space as well as the museum’s constantly changing environment.

Key Areas of Responsibility: the Digital Photographer will

- Create high quality digital surrogates for targeted objects in the collections, meeting specified quality characteristics
- Prepare, set-up and adjust studio lighting and photographic equipment for digital image capture of both two and three dimensional artworks to meet CB imaging standards and assignment objectives
- Process images in accordance with the digitization workflow and digitization policy, including file naming, image editing and metadata entry
- Manage all tasks within predetermined Quality Assurance and quality control workflows, including regular quality audits and sampling
- Manage work formally through clear records management processes
- Manage both scheduled and unscheduled equipment calibration and maintenance
- Manage the colour management workflows and profiling of all targeted studio and processing equipment and software
- Troubleshoot technical problems associated with the imaging equipment
- Assist with photographic documentation of museum exhibitions and events
- Edit digitized images, including colour correction, for print and online use
- Assist in the development of, and ongoing improvements to, the CB’s digitisation workflows
- Work closely with the Digital Curator, the Conservation department and the Curatorial team, in determining the suitability of the collections to be photographed
- Be responsible for the safe handling of collections material, with guidance and training provided by conservation staff
- From time to time work on additional projects related to the collection, such as assisting visiting digitisation teams and freelance photographers
- Promote the museum’s digitization activities through the publication of papers and ongoing participation in conferences and communities of practice
- Support the museum’s marketing and communications activities through the creation of appropriate content

The Digital Photographer may assist the Digital Curator towards:

- Facilitating public access to the image collection
- Maintaining standards of image capture and metadata
• Collaborating with the ICT Manager to manage and develop the digital storage infrastructure
• Building a network of contacts in other archives and museums and among relevant experts
• Championing the benefits of new technologies to assist access to photographic and digital material
• Providing regular and clear progress reports
• Assist in the development and improvement of the digitisation workflows

Required Skills
• Educated to degree level in photography
• A minimum of 2 years’ relevant photography experience in a heritage or studio setting
• Professional experience in digital photography and digital image manipulation
• Experience in the implementation of digital colour management
• Demonstrable experience in the professional use of digital image processing software
• Experience in digital asset organisation and management as it relates to imaging and imaging workflows
• Extensive demonstrable knowledge of the principles and techniques of studio lighting and digital photography for both 2D and 3D objects
• Confidence and experience adapting to a rapidly changing environment (IT and imaging hardware and software)
• Strong communication skills (written and oral)
• Attention to detail and works consistently to high professional standards
• Ability to organise work effectively and prioritise tasks
• Demonstrable experience working independently as well as in cross disciplinary teams
• An interest in and commitment to the work of the Chester Beatty

Desirable Skills
• Knowledge of the Irish language would be considered an advantage
• Experience with the Adobe suite of products, particularly Photoshop, Bridge, Acrobat
• Experience with Capture One photo editing software
• Experience in videography/filmmaking and its associated software and hardware tools
• Experience of working on large scale digitisation projects
• Experience of digital preservation principles, tools and technologies
• Experience of handling museum/library collections
CONDITIONS:
The post will be subject to satisfactory Garda clearance and a probationary period of three months.

This role will require occasional attendance at weekends and mornings/evenings.

Salary
A fixed-term contract salary applies of €32,886 per annum.

Annual Leave
The annual leave allowance is 22 working days a year, subject to the usual conditions regarding the granting of annual leave, on the basis of a five day week and is exclusive of the usual public holidays.

Application Instructions
To apply, interested candidates should submit a cover letter expressing interest in the position and outlining relevant experience, together with a complete curriculum vitae and the names and contact information (mail, e-mail and telephone numbers) of two professional references to:

Ms Mary Corless
HR Manager
Chester Beatty
Dublin Castle
Dublin D02 AD 92
Ireland

Or by email to: personnel@cbl.ie with “Digital Photographer 2019” in the subject line.

Closing date for receipt of applications is 5.00 pm on Wednesday, 2nd October, 2019.

Referees will not be contacted until the search committee has informed the candidate of doing so.

The Chester Beatty is an equal opportunities employer.

Please note: All data received relating to the application will be held in line with the museum’s record retention policy.