



Scottish Fisheries Museum  
*Boats, fish and folk...*

## **Job Description – Digitisation Project Officer**

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### **1. Identification**

**Post Title:** Digitisation Project Officer  
**Terms:** Full-time (37.5 hours per week), temporary for 12 months  
**Salary:** £22,000 per annum  
**Located at:** Scottish Fisheries Museum, St Ayles, Harbourhead, Anstruther, KY10 3AB

### **2. Background**

The Scottish Fisheries Museum was founded in the old fishing port of Anstruther, at a property known as St Ayles, as a trust and charity in 1969, to collect, record and interpret the history of the fishing industry in Scotland. The Museum has expanded to occupy a number of adjacent properties and holds collections of over 65,000 artefacts, including full size fishing vessels, and received 'Recognition of National Significance' status in 2007. The Museum has a small team of paid staff plus significant volunteer support, especially through three clubs, the Boats Club, Model Boat Club and St Ayles Rowing Club.

The Museum has full Accreditation status and is graded a four-star visitor attraction by VisitScotland.

The photographic collection of the Scottish Fisheries Museum is a resource of national significance, chronicling the technological, economic, social and political development of the Scottish fishing industry from the later 19th century through to the present day. To date, half of the collection has been digitised and catalogued, and a recent grant from NLHF has funded the digitisation of the remaining 8,500 photographic negatives.

### **3. Purpose of Job**

This post has been grant funded for one year by the Digital Innovation and Engagement Fund from the UKRI-AHRC and the Museums Association. The Digitisation Project Officer will be responsible for sourcing a suitable online platform to enable the museum to crowd-source the information and data capture of our newly digitised photographic archive to maximise its useability both within the museum and to the public via a public-facing digital platform.

The Project Officer will also be responsible for promoting, supporting and co-ordinating input from existing and new volunteers and for engaging with community contacts to realise the potential of the photographic collection for wider public engagement via an exhibition and an outreach programme targeted at children and young adults (aged 16-30).

This post is within the Curatorial team and will involve working closely with the Curator, Assistant Curators, Learning and Engagement Officer, Curatorial Trainees and Volunteers.

There may be some evening and weekend working around planned events and activities. Some working from home may be possible.

## **MAIN ACTIVITIES & RESPONSIBILITIES**

### Digital Platform:

In conjunction with the Curator, you will be responsible for researching, commissioning, and populating an online digital photographic catalogue including:

- Research and assess platforms against a rubric outlining our requirements for ongoing hosting/use, data capture, volunteer input, public access, searchability, monetisation
- Populate and test systems using previously digitised and catalogued collections
- Formulate and agree procedures to populate the chosen digital platform
- Monitor and evaluate performance, troubleshoot as required
- Plan for project legacy – ensure that systems are robust enough to continue beyond the project end
- Ensure monetary targets are met (e.g. if specific income is required to maintain the platform)

### Volunteer Engagement:

You will also work with existing and new volunteers to catalogue the images and will:

- Connect with existing volunteers and engage them with the project
- Review and revise existing procedures in light of new systems and remote working and in consultation with existing volunteers
- Recruit new volunteers to the project targeting both those with experience of the industry and younger people with digital skills
- Offer continuing training and support, based on individual needs
- Celebrate milestones and achievements – encourage contributions to blogs, talks, events.
- Monitor and evaluate workflows, wellbeing and development

### Audience Development:

You will engage with specified target audiences to raise awareness of the collection and its relevance to contemporary themes and in particular will:

- Establish PR plan and social media strategy and targets related to national events to attain national media coverage
- Engage and consult with groups working with younger people locally and nationally to raise awareness and ensure relevance of key topics
- Create and deliver a series of online, participatory events, in partnership with youth representatives, groups and influencers
- Create and deliver a series of monthly blogs, podcasts, posts in partnership with volunteers and youth representatives, groups and influencers
- Consult with teachers to create and deliver online resources based on the project themes
- Encourage, respond to, and moderate feedback and comments on the photographs
- Curate an exhibition of photographs, with supporting events programme in response to project themes and topics for spring 2022
- Monitor and evaluate all programming to ensure that it remains relevant to the target audience

### Management and Supervisory Responsibilities:

As Digitisation Project Officer you will be accountable to the Curator. The Curator in turn is responsible to the Board and Director of Operations in terms of finance, development, trading and marketing.

You will be responsible for your own time-management with the support of the Curator. You will have supervisory responsibilities for project volunteers. You will:

- Abide by the Museum's policies and procedures as outlined in the Staff Handbook.
- Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.
- Actively seek for your own CPD, and keep up with current developments in heritage theory and practice.
- Work together with other staff and volunteers as appropriate to further the aims of the Museum.

#### **4. Other Duties**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out other duties to the equivalent level that is necessary to fulfil the purpose of the post.

#### **5. Application Procedure**

By CV and covering letter to:

Linda Fitzpatrick, Curator, Scottish Fisheries Museum ([linda@scotfishmuseum.org](mailto:linda@scotfishmuseum.org))

by **5pm** on **Sunday 22<sup>nd</sup> August 2021**.

Selected applicants will be invited for interview in the week of 6<sup>th</sup> September 2021, date and time to be confirmed in advance in writing.

The Scottish Fisheries Museum is a charity registered in Scotland (SCO06185)

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