



Person Specification – Digitisation Project Officer

Skills and Competencies	Essential	Desirable
Professional/ Educational Qualifications	<p>Relevant degree or equivalent qualification</p> <p>Working knowledge of standards and procedures for cataloguing digital images</p>	<p>Postgraduate museum qualification</p> <p>Recognised qualification or experience in digitisation and online digital platforms</p>
Knowledge	An understanding of the role museums, galleries and heritage play in a contemporary society	An understanding of the role and potential of collections in museums, and of their documentation and interpretation
Relevant Work/Other Experience	<p>Experience of working in a museum/heritage environment</p> <p>Awareness of best practice in collections management</p> <p>Working with volunteers</p> <p>Experience of working with databases</p> <p>Delivery of educational/ outreach resources & activities</p>	<p>Experience of collections care and documentation</p> <p>Experience of Adobe Lightroom</p> <p>Knowledge of copyright and data protection legislation</p> <p>Experience of volunteer training and support</p> <p>Experience of working with children and young adults (16-30)</p>
Particular Skills/Abilities	<p>Excellent communication skills, written and oral</p> <p>Excellent planning and organisational skills</p> <p>Experience of databases, data entry and accessibility</p>	<p>Social media and online engagement skills</p> <p>Knowledge of industrial/maritime history collections</p> <p>Demonstrable knowledge of use of online image/data platforms</p>
Personal Qualities	<p>Resourceful and flexible</p> <p>Good interpersonal skills</p> <p>Self-motivated</p> <p>Organised</p> <p>Team player</p> <p>Creative</p>	<p>Curious</p> <p>Constructive</p> <p>Proactive</p>
Any Additional Job-related Requirements	Committed to a career in heritage	Interest in maritime heritage