SECTION 1: JOB DETAILS

Job Title: Senior Imaging Technician (Red Book of Hergest facsimile project)

Directorate: Collections and Public Programmes

Department: Access and Public Programmes

Section: Digitisation

Grade: Band 3

Salary: £20,616 - £26,739 pro rata

Contract: Fixed term (9 months)

Reports to: Head of Digitisation

Overall purpose of the role:

The post holder will work on an exciting new project to create an accurate facsimile copy of the Red Book of Hergest, a large medieval manuscript owned by Jesus College Oxford and stored at the Bodleian Library.
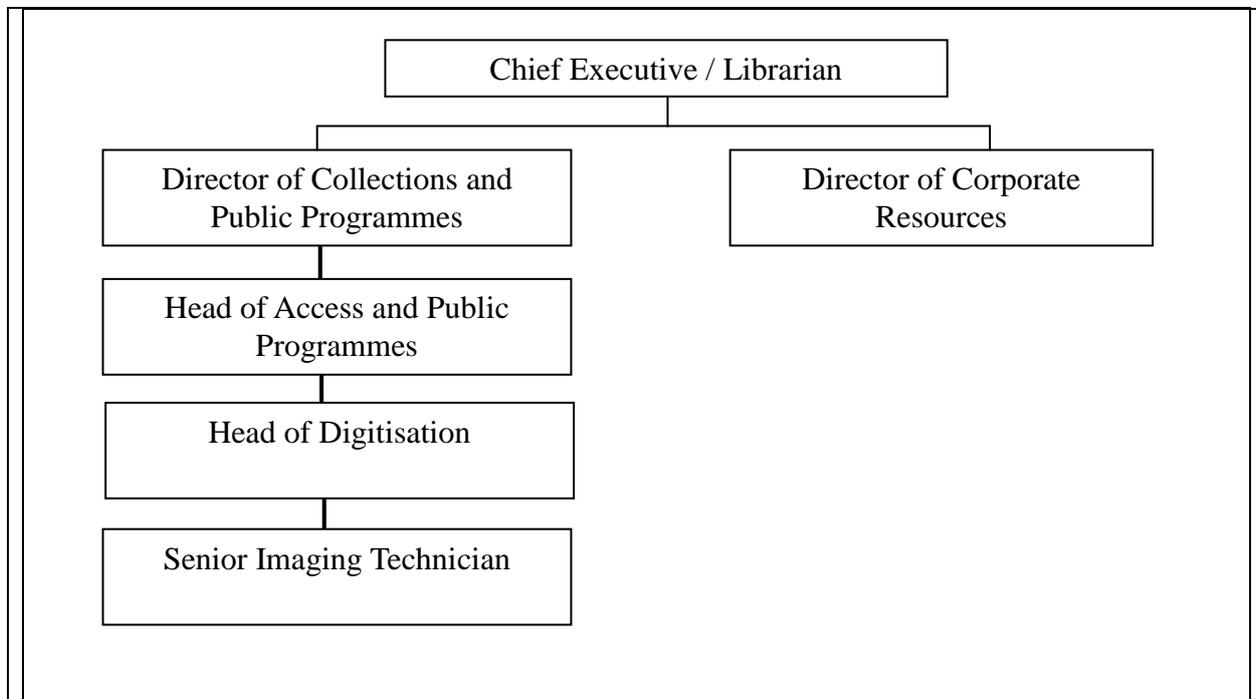
Working closely with conservation professionals, and using a range of digital imaging techniques, the post holder will manipulate and colour correct an existing set of high-resolution images and prepare the images for print.

SECTION 2: THE DEPARTMENT

The Collections and Public Programmes Directorate is responsible for collecting, receiving, cataloguing, interpretation of the various collections in the care of the library, providing access, conservation, collection care and digitisation projects. The Library's collections include books, newspapers, maps, archives and manuscripts, along with pictures and photographs, audio-visual material, and works of all kinds in electronic form. Computer systems are used to record all these processes, and to update the catalogue with information that can be searched by readers. The Directorate is also responsible for providing access to

the services the Library offers to the public physically and to virtual services on the web, including services to readers, enquiries, exhibitions, education and outreach.

SECTION 3: ORGANISATIONAL CHART

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                    │  Chief Executive / Librarian │
                    └─────────────────────────────┘
                ┌─────────────┴────────────────────┐
    ┌───────────────────────┐        ┌───────────────────────┐
    │ Director of Collections│        │ Director of Corporate │
    │  and Public Programmes │        │       Resources       │
    └───────────────────────┘        └───────────────────────┘
    ┌───────────────────────┐
    │ Head of Access and     │
    │ Public Programmes      │
    └───────────────────────┘
    ┌───────────────────────┐
    │  Head of Digitisation  │
    └───────────────────────┘
    ┌───────────────────────┐
    │ Senior Imaging         │
    │ Technician             │
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SECTION 4 : KEY DUTIES

- Digitally manipulate high resolution images to agreed specifications
- Creation of new master files suitable for printing and rebinding.
- Research and implement a duplex printing system to create colour accurate facsimile prints.
- Liaise with Conservation Treatment staff in the preparation of printed folios.
- Keep accurate records of all work carried out and report on progress to the Section Head
- Produce a written report and deliver a presentation highlighting the project outcomes.
- Undertake other duties in the Digitisation Section deemed suitable for the grade.
- Maintain a general understanding of 'Data Protection' and 'Freedom Information' legislation

This Job Description is provided to give post holders a broad outline of the activities involved in this role. The Library may require other duties to be undertaken which are not necessarily specified on the Job Description but which are commensurate with the scale of the post. The Job Description may be amended from time to time within the scope and level of responsibility relevant to this post.

SECTION 5 : RESPONSIBILITY

- Responsibility for people: N/A

- Responsibility for budget management: N/A

SECTION 6: RELATIONSHIPS WITH OTHERS

Internal	Nature of Contact
Digitisation	Provide advice and support to other members of the digitation team, especially in relation to digital imaging and print.
Collection Care	Liaise with the Conservation Treatment team to arrange regular deliveries of finished folios
	Nature of Contact
External	
Staff at Bodleian Library	Arrange visits to compare facsimile outputs with the original manuscript.
	Arrange supply of new digital images

SECTION 7: PROBLEM SOLVING

The post holder will need to develop new imaging techniques for manipulating and correcting distorted manuscript folios.

The post holder will need to create new colour profiles to make global changes to over 500 separate manuscript folios to improve colour accuracy without having original manuscript to compare it to.

The post holder will need to create a system for duplex printing of folios, and source media of a suitable finish and weight to match the original.

SECTION 8: DECISION MAKING

The post holder will need to decide which techniques are the most appropriate for removing distortions and lighting inaccuracies from each manuscript folio.

The post holder will need to decide when existing images need to be replaced with new scans.

The post holder will need to decide which printer and paper stock should be purchased to deliver the project.

SECTION 9: PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge / Education	• Relevant degree-level qualification or equivalent experience • Highly developed Adobe Photoshop skills, with knowledge of advanced retouching and manipulation techniques. • Knowledge and understanding of colour management, and preparing photographic material for print.	• Photography degree or equivalent • Knowledge of facsimile production.
Experience / Skills	• Working in a professional studio environment. • The ability to recognise imaging faults such as colour casts, tonal balances and sharpness. • The ability to work methodically on repetitive tasks whilst demonstrating a meticulous attention to detail.	• Previous experience with creating high quality facsimiles. • Working in a Library, Archive or museum environment. • Working with Apple Macs. • Excellent oral and written communication skills in English and Welsh.

	• Excellent interpersonal skills.	• Experience with presenting technical information to a non-technical audience.
	• Excellent oral and written communication skills in English.	
	• Highly developed time managements and planning skills.	
	• The ability to work independently and within a team.	

SECTION 10: COMPETENCIES

These are the specific competences that you will be expected to demonstrate in this role. You should refer to these when completing the attached application form, please refer to guidance for further information.

1.   CORE COMPETENCIES

Customer Service	▪ Values diverse views, experiences and approaches of others. ▪ Takes responsibility for building constructive customer relationships.
Managing Resources	▪ Makes appropriate use of technology, equipment and space to achieve objectives ▪ Monitors, maintains and takes responsibility for allocated resources.
Communication	▪ Networks with internal and external contacts to achieve objectives ▪ Adopts different approaches to effectively communicate with diverse audiences (internal and external)
Delivering Results	▪ Seeks ways to overcome barriers to achieving objectives ▪ Ensures projects are managed to deliver to agreed time, cost and quality standards

2. ROLE COMPETENCIES

Management and Collaboration	▪ Demonstrates willingness to work collaboratively across the library and with relevant external organisations ▪ Accepts responsibility got achieving day-to-day task and objectives.
Corporate Support	▪ Shows initiative, seeks ways to improve the way they work and make relevant suggestions for change. ▪ Is open to change and shows willingness to learn new ways of working.
Using Information	▪ Provides informed and authoritative advice regarding specialist issues based on expertise and extensive knowledge. ▪ Works confidently with information and data
Relevant Specialist Knowledge	▪ Actively applies mentoring skills to share expertise ▪ Understands the purpose of their own area of expertise within the Library and the contribution expected to achieve objectives.