

# Recruitment Pack

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## Picture Librarian



# Hello

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**Thank you for your interest  
in applying for the role of  
Picture Librarian.**

It is our people who have made the Royal Academy of Arts what it is today — a living academy for artists, art-making and art lovers. Since 1768 the RA has been alive with artists, academicians, educators, students and visitors alike.

Today we are also meticulous technicians, imaginative storytellers, considerate caretakers and welcoming hosts.

Whether we are back of house or on the front desk, we are committed to the same belief; we are all here to share the enjoyment, and importance, of art.

**We are excited you want  
to join our team.**

# Job overview

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## Department

Artistic Programmes

## Reports to

Librarian

## Contract Type

Permanent, Part-time

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## Purpose of Role

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The Picture Librarian will manage and promote the Picture Library service for internal employees and external customers

This is a Library-based role with opportunities to engage with the wider work of the Library and Archive services

## Key Responsibilities

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Manages the day-to-day image procurement and image licensing requirements of a wide variety of internal and external Picture Library users, including members of staff, other museums, advertising and design companies, the Press, broadcasters, publishers and individuals

Maintain the Picture Library services, including the development of the Heritage Images Partnership ([www.heritage-images.com/](http://www.heritage-images.com/)) services and any other partnership opportunities

Invoice external clients for Picture Library

services and keep accurate financial records of all income and expenditure

Load new photography/scans to catalogue records in the RA's Collections Management System (Ci+) adding accurate copyright information. Releases images to the website after liaison with curators and assessment of any copyright restrictions via the RA Digital Asset Management System (Ai+)

Research and update copyright/artists' estate information on Ci+

## Person Specification

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Demonstrable experience of providing a picture library service, covering rights and reproductions, dealing with supplying materials and negotiating and selling reproduction licenses

Sound knowledge of copyright law

Great attention to detail and accuracy - essential for the documentation of images

Exceptional interpersonal skills with the ability to build close working relationships with colleagues and external agencies and suppliers

Highly skilled in general administration with specific experience of maintaining accurate transactions, raising invoices, budget monitoring and contributing to financial forecasting

Well-organised with a flexible approach to

work and the ability to work to deadlines whilst prioritising a varied workload

IT literate: working knowledge of Photoshop preferred - able to manipulate digital images, experience of using collections documentation and digital asset management software

Commitment to the objectives of the Royal Academy

# How to apply

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**To apply for this role, please follow the link below and submit your CV and Application form via the RA careers portal.**

<https://royalacademyarts.current-vacancies.com/Careers/RA-vacancy-search-page-3191>

We are committed to being a truly inclusive place and welcome applicants from all backgrounds, regardless of age, disability, race, religion or belief, sex, sexual orientation, gender, gender identity or expression, marital and civil partnership, or pregnancy.

# Need support?

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**Here are some of the things we can do to help:**

— If you would like us to talk you through the role or anything in this pack to make it clearer for you, please contact us and we can arrange to do that with you (and please do the same if you have any questions)

— If you are selected for interview, we can arrange to do the first-round interview online should you be unable to make it on site. (We usually do second round interviews in person for all candidates so that they can get a feel for the journey, the building, and the workplace)

— We can send interview questions in advance so that you have the opportunity to prepare

— We can schedule interviews for quiet times at the academy so that you don't have to navigate a busy building

**On site at the RA**

— We have two entrances - Burlington House (via the courtyard on Piccadilly) and also one the other side of the building on Burlington Gardens. You can enter via either of them (we may let you know the easiest but either are fine)

— All areas are accessible via lift

— We have quiet areas where you can sit and prepare for your interview

— There are two cafés and plenty of toilet facilities

— We have a welcome team who are happy to answer questions and give you directions if needed

**If there is anything else that would be helpful for you, please do ask**

# Contact us

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Should you have any questions about the role or wish to discuss your candidacy further, please contact us at

[recruitment@royalacademy.org.uk](mailto:recruitment@royalacademy.org.uk)

**Royal  
Academy  
of Arts**