



Collections Content and Support Officer

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage people with the arts? We're looking for an enthusiastic Collections Content and Support Officer to join our friendly and dedicated team.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental or social barriers to accessing the arts.

About Art UK

[Art UK](#) is an art education charity and the online home for every public collection of art in the United Kingdom. It is making the UK's national collection of art accessible to everyone online – for enjoyment, learning and research. Art UK brings together art from almost 3,500 British institutions in one of the UK's largest ever arts partnerships and showcases this art to a global audience of 5.5m users per annum. Approaching 60% of this audience is overseas.

Art UK provides significant support to museums and galleries in the UK, by providing them with a shared digital platform to showcase their art collections, reach new audiences, and generate income. Most of these collections would not be able to show their art online without Art UK. The Art UK platform is rich in [story content](#), [learning resources](#) for teachers and students, and [public engagement opportunities](#). A shared [e-commerce infrastructure](#) helps collections generate much needed commercial income.

About You

As the Collections Content and Support Officer, you will work closely with collections across the UK, supporting them to create and upload content to the Bloomberg Connects mobile app and the Art UK platform. The Bloomberg Connects app aims to help improve visitor experience when visiting museums and other collections around the country. Guides on the app provide the on-site ability to learn about current exhibitions at a portfolio of participating cultural partners. Features include bespoke content, expert commentary, video highlights and way-finding maps.

In your role you will create and update engaging content for the Bloomberg Connects app, ensuring it remains relevant, accurate and effective. Additionally, you will develop compelling content for the Art UK website, aligning with the organisation's wider digital strategy. An effective communicator, you will also be responsible for coordinating exhibition content, video content and our Art Unlocked online talk series. You will liaise with colleagues at Art UK and Bloomberg to ensure content is marketed appropriately.

Key Responsibilities

- Manage and maintain collections on Bloomberg Connects following their launch
- Create monitoring processes and records to monitor collection guides appropriately
- Meet with collections to regularly review guide content and ensure information is relevant and accurate
- Support collections with content creation for their guides
- Coordinate the delivery of the Art Unlocked series of online talks
- Liaise between Bloomberg and collections around marketing assets and opportunities
- Work with other Bloomberg stakeholders responsible for supporting collections
- Effectively review communication processes between Bloomberg and other stakeholders, and work proactively to improve processes
- Represent Art UK and Bloomberg at events and conferences as required
- Travel throughout the UK to engage with collections in person (expenses paid)

Necessary Skills

- Essential: Exceptional time management and organisational skills
- Essential: First-class written and spoken communication skills and the confidence to engage and work effectively with a wide range of people
- Essential: Experience creating digital content
- Essential: High level of attention to detail
- Essential: Excellent IT skills (including Microsoft Office)
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Ability to multi-task and prioritise your own workload
- Essential: Ability to work independently and as part of a team
- Desirable: Proofreading and editing experience or qualification
- Desirable: Experience of using audio recording / editing equipment
- Desirable: Experience using content management systems
- Desirable: Awareness of online and on-site heritage interpretation, including audio guides
- Desirable: Experience working in an arts or heritage organisation
- Desirable: Active interest in the visual arts and museums

Contract terms and benefits

- Full time, fixed-term post to February 2027
- Salary £26,000 per annum
- Three-month probationary period
- Two-month termination clause
- Work from home, anywhere in the UK

Benefits

- 25 days annual leave plus regional Bank Holidays (pro rata)
- Paid Christmas closure period (Christmas Day to New Year's Day)
- Flexible working hours
- Workplace pension scheme
- Training and development opportunities

- Mental health and wellbeing support
- Above statutory paid sick leave
- Enhanced paid parental leave
- Employee Assistance Programme
- Monthly wellbeing hour
- Trained Mental Health First Aider's
- Regular staff socials, both virtual and in-person
- Eye tests paid for up to £35, glasses subsidised up to £30

Application

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by **9am on Tuesday 25 February 2025**. If you are experiencing issues downloading the document or require support in completing your form, please contact info@artuk.org. Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call on **Wednesday 12 March 2025**. If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.