



Collections Onboarding and Liaison Officer x 2

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 two enthusiastic Collections Onboarding and Liaison Officers 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 Onboarding and Liaison Officer, you will play a key role working with collections across the UK to recruit them to join the Bloomberg Connects app and upload their content. 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.

You will lead cohorts of collections learning about Bloomberg Connects, liaising with collections to choose appropriate content to be uploaded to the app, and undertaking webinar and one-to-one training with collections. You will assist collections with uploading content onto Bloomberg Connects and will be proficient with digital platforms or content management systems to support the process. An effective communicator and ambassador for Art UK, you will spend time explaining processes, offering content suggestions whilst calmly delivering completed visitor guide app content to schedule.

You will have excellent attention to detail, a strong interest in UK art collections, and must be technically adept and quick to learn new processes. You will play a key role in quality-assuring content within Art UK's bespoke database and on the app's content management system.

This is an exciting opportunity to make your mark within an ambitious young organisation and contribute to a major initiative.

Key Responsibilities

- Work closely with selected Art UK Partner collections to upload data and image content to Art UK's bespoke database and onto the Bloomberg Connects content management systems
- Lead cohorts of collections joining Bloomberg Connects
- Ensure that the resulting app collection guides are quality assured and meet audience needs and the standards set by Art UK and Bloomberg
- Recruit new collections to Bloomberg Connects
- Monitor the success of app guides you help to create
- Liaise between Partner collections, Art UK colleagues and Bloomberg to ensure that systems and processes are continuously improved, ensuring the best possible experience for audiences using the collection guides and the collections creating them
- Effectively manage communication across Art UK and the Bloomberg teams both in London and New York
- 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, with the ability to multi-task multiple small projects
- 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 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 **Tuesday 11 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.