

# SERPENTINE



Arpita Singh, *My Lollipop City: Gemini Rising*, 2005. Vadehra Art Gallery © Arpita Singh.

**DIGITAL ARCHIVIST (2-YEAR FIXED-TERM CONTRACT)**  
**Candidate Pack**

## ABOUT SERPENTINE



*Giuseppe Penone, Respirare l'ombra (To Breathe the Shadow),  
1999 Wire mesh, laurel leaves, bronze Total dimension  
determined by the space Installation view Castello di Rivoli  
Museo d'Arte Contemporanea Photo © Archivio Penone*

Championing the latest ideas in contemporary art since 1970, Serpentine has presented pioneering exhibitions for half a century from a wide range of emerging practitioners to the most internationally recognised artists of our time.

Set in London's Kensington Gardens, Serpentine presents a year-round programme of exhibitions, education and live events, across our two sites in park and beyond. Proud to maintain free access for all visitors, Serpentine reaches an exceptionally broad audience and maintains a deep connection with its local community and is building an avid digital following. We have a duty to the artists we exhibit to protect the heritage of our exhibitions and circulate the work to future audiences.

Serpentine looks to the future with a programme responding to the urgent issues of today. Key themes are: ecology and the climate emergency, equity and inclusion, the impact of digital and innovative technologies.

With the leadership of Bettina Korek, our Chief Executive, and Hans Ulrich Obrist, our Artistic Director, this is an exciting time to join Serpentine. As a member of the Audiences Team, you'll have the opportunity to work with different teams across the organisation.

# DIGITAL ARCHIVIST (2 YEAR FTC)

## JOB DESCRIPTION

<b>Job Title:</b>	Digital Archivist (2-year fixed-term contract)
<b>Department:</b>	Audience and Enterprise
<b>Main Job Purpose:</b>	Support the management and preservation of Serpentine's archival collections.
<b>Reports To:</b>	Senior Marketing Manager
<b>Direct Reports:</b>	Archive Technician

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## CONTEXT

Serpentine programmes build on a fifty-five-year legacy of showcasing the world's most ground-breaking artists. We therefore hold an extraordinary record of the development of contemporary art, however currently archival content is not broadly accessible to the public, artists, curators or researchers; limiting our ability to draw upon and share this influential cultural heritage. The Digital Archivist will play a pivotal role in transforming Serpentine's archive into a resource for the organisation and its stakeholders.

## OPPORTUNITY

We are seeking a dedicated and experienced Digital Archivist to oversee and enhance our archiving processes, ensuring the long-term preservation and accessibility of our materials.

The successful candidate will ensure consistent archival storage, manage an Archive Technician, and lead initiatives to audit, streamline, and standardize our institutional archiving practices. This role requires expertise in records management, cataloguing, and digital preservation to maintain a seamless hybrid archive system.

## MAIN DUTIES

- **Archival Audit, Storage and Preservation:**
  - Main point of contact and guardian of the Serpentine archive. Digitising from 1970-2025 across our physical and digital items.
  - Conduct comprehensive audit of content by year, programme, and initiative.
  - Document and catalogue both digital and physical elements to ensure accurate and complete records.
  - Oversee the secure and consistent storage of digital and physical archival materials.
  - Implement best practices for long-term preservation, ensuring compliance with archival and museum standards.

- **Leadership & People Management:**
  - Recruit the Archive Technician
  - Manage and mentor the Archive Technician, providing guidance and support for efficient archival processes.
  
- **Hybrid Archiving Strategy and Records Management:**
  - Review and improve current digital and physical filing processes.
  - Implement a clear recording process for programmes and initiatives.
  - Select and implement records management technology
  - Ensure compliance with GDPR and other relevant regulations regarding records retention and destruction.
  
- **Standardising Archiving Processes:**
  - Develop institutional policies and workflows for digital and physical archiving
  - Differentiate archival processes for public communication vs. internal institutional documentation.
  - Apply standardized archival cataloguing systems
  - Maintain consistent metadata practices to facilitate easy retrieval of archived materials.
  
- **Public and Internal Access Management:**
  - Manage requests and facilitate access to archives for researchers, staff, and external audiences.
  - Lead in the development of archival displays, resources, and events, coordinating how the archive can be activated in response to the public programme.
  
- **Training and Knowledge Sharing:**
  - Provide training and support to staff on best practices in digital and physical archiving.
  - Advocate for the importance of institutional record-keeping and archival standards.
  
- **General duties:**
  - Be a champion for Arts Council England's Inclusivity and Relevance Investment Principle to ensure best practice through a proactive approach to equality, diversity and inclusion.
  - Follow and assist in the implementation of all Serpentine's policies including Dignity at Work and Health and Safety policies.
  - Any other activities as are necessary for the operation of the Audiences Team and its strategic objectives.

## PERSON SPECIFICATION

### Qualifications and Experience:

#### Essential:

- Postgraduate qualification in archives and records management or a recognised equivalent.
- Proven experience managing digital and physical archives within a cultural institution, including cataloguing, storage, and preservation of digital and physical records.
- Proven ability to drive improvements and modernise archival practices in a dynamic setting. Familiarity with digital archiving of websites and digital commissions.
- Strong understanding of digital preservation standards, physical conservation practices, and metadata management.
- Experience conducting audits and implementing records management technologies.
- Knowledge of relevant legislation, including GDPR, data protection, and copyright laws.

#### Desirable:

- Experience managing or supervising staff.
- Experience handling fragile or sensitive archival materials.
- Experience managing access requests and developing archival resources.
- Experience training staff and advocating for archival best practices.

#### Skills

- Project Management with strong organisational skills to lead archiving initiatives and ensure timely execution.
- Exceptional attention to detail to ensure the accuracy and completeness in archival documentation.
- Strong problem-solving skills to identify inefficiencies and develop practical archiving solutions.
- Strong interpersonal and communication skills with the ability to collaborate across teams and communicate complex archival processes clearly.

*This job description is a guide to the nature of the work required of the Digital Archivist (FTC) and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.*

## ADDITIONAL INFORMATION & HOW TO APPLY

### Salary:

£38,000 per annum depending on skills and experience.

### Hours:

Our normal office working hours are 10am to 6pm, Monday to Friday, although the jobholder will be expected, within reason, to work such hours outside these periods as are necessary for the proper fulfilment of the role.

We operate a hybrid working model, with employees attending the office 3 days per week with the option to work from home 2 days per week.

### Duration of Appointment:

2-year fixed-term contract.

### Annual Leave:

25 days per annum, plus bank holidays.

### Pension:

Participation in Serpentine's auto-enrolment pension scheme. You can opt out if you wish.

### Other Benefits:

- discount on certain products such Limited Editions;
- access to our employee assistance programme;
- season travel ticket loans and a
- Cycle2Work scheme.

### How to Apply:

Please apply with your CV and Cover Letter via Serpentine's website here:

<https://www.serpentinegalleries.org/about/jobs/>

In your Cover Letter, please address:

- How your industry knowledge, skills and proven experience will bring benefit to the role;
- Examples of how you have applied skills and experience relevant to this role in your current or previous work;
- What specifically attracts you to this role and Serpentine.

**Closing Date: Sunday 21 September 2025 at midnight.**

**First stage interviews: 1<sup>st</sup> October 2025.**

**Second stage interviews: 6<sup>th</sup> October 2025.**



Serpentine South Gallery. Photograph © Harry Richards  
@reportography.



Serpentine North Gallery. Photograph © Harry Richards  
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