**Specialist work based training placement in archaeological illustration**

**with Historic England**

**Job Description**

**Title:** Specialist work based training placement in archaeological illustration

**Department of Historic England:** Imaging

**Location:** Both Swindon and Portsmouth. The candidate will need to work from both locations. We can take into account the individual’s circumstances when deciding how to split time between the offices.

**Job Type:** Temporary – structured work based training placement

**Line manager**: Hannah Kennedy

**Salary**: £18,000 p.a.

**Hours**: 37 hours per week

Note: this post will be employed by the Chartered Institute for Archaeologists (CIfA) and seconded to Historic England for the duration.

**Aims of the placement**

The placement offers the unique opportunity to develop skills in the specialist area of archaeological illustration, using drawn and digital media. The outcomes of the placement will be:

* the ability to undertake archaeological illustration in a wide variety of media, using a number of widely used techniques;
* a comprehensive understanding of industry-standard illustrative and mapping software
* the ability to use different approaches to illustrate the past
* the ability to estimate, project manage and deliver illustrative work
* the ability to undertake a written brief – ability to source, review, compile and critique material
* the ability to undertake photographic work in the field
* the ability to undertake survey work in the field to inform illustration work
* a portfolio of illustrative work; and
* a collection of digital images and metadata for the Historic England Archive.

The placement is designed for an early career illustrator who wishes to develop their skills and experience in order to pursue a career in the field of archaeological illustration. The candidate is likely to have either a degree or some work experience in a relevant field, such as archaeology, classics or heritage, but not have had the opportunity to develop the skills required. It is intended to provide the opportunity to increase confidence and to gain experience. At the end of the placement you will have the skills and experience required to apply for a post in archaeological or related illustration at a PCIfA level (Practitioner of the Chartered Institute for Archaeologists).

**Main activities to be undertaken**

The placement holder will be offered the opportunity to acquire a broad range of skills in the following areas of expertise:

* Creating and preparing illustration for publication in reports, monographs and the web using Adobe Creative cloud and ArcGIS
* Technical and interpretative illustration of finds and artefacts
* Introduction to archaeological reconstruction
* Recording photography of buildings and artefacts and photo editing
* Layout and design
* Archaeological survey, data capture and visualisation

For full details of the skills to be gained please see the adjoining Training Plan.

There will be the chance to work alongside other specialist teams within Historic England.

The placement holder will be encouraged to attend relevant training courses, seminars and conferences, as time and resources allow. We also encourage placement holders to carry out library and online research to broaden and deepen their knowledge of heritage.

The training is delivered on a mentoring/tutoring basis during the placement. Learning outcomes and skill levels will be defined for the activities above. The placement may contribute towards an appropriate vocational qualification.

**Salary**

£18,000 per annum

**Pension**

An employers’ pension contribution of 6% of salary will be available for the placement holder to contribute to a pension scheme of their choice.

**Holiday entitlement**

You will receive 25 days holiday per year. In addition there are 8 public holidays. 3 days holiday must be taken over the Christmas period when the Historic England offices will be closed.

**Selection procedure**

Application will be by means of CV, covering letter and portfolio.

Please provide a portfolio of illustrative work of no more than 10 images. Examples might include technical illustration, creative artwork or other design and may be either digital or traditional in their creation.

The candidates who appear from the information available to have the qualifications, experience and aptitude which best match those we are looking for will be invited to interview. The interview will include a short practical test.

The interview panel will select the candidate most suitable for appointment. Their decision will be final.

All applicants should read the information in the Person Specification and Training Plan carefully before making their application.

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| **PERSON SPECIFICATION****Professional Placement in Visualisation** |
|  **ESSENTIAL** | **DESIRABLE** |
|  **TRAINING, EXPERIENCE AND QUALIFICATIONS** |
| Qualification in archaeology, heritage or an associated discipline.  |
|  **KNOWLEDGE** **AND SKILLS** |
| * A good knowledge of architectural & archaeological styles and periods and an appreciation of art in order to be able to interpret and explain the subject matter.
* Some experience in 3D reconstructive art. drawing, painting, illustration, photography, traditional painting or related skills.
* Computer literacy. Knowledge and experience in the use of digital imaging/image manipulation programs
* Good communication skills, including the ability to make effective oral presentations.
* Able to act on own initiative and take responsibility while also able to work as part of team and of a large organisation; judgement as to when to consult and when this is not needed
* Ability to prioritise work and to meet agreed timetables
* High professional and personal standards
* Driving Licence
 | * A personal track record of artistic illustration work in archaeology, architecture or a related subject.
* Experience of successful project or self-management.
* Familiarity and understanding of the important current issues associated with the historic environment.
* Awareness of important current issues associated with interpreting the historic environment through visual media.
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|  **INTERPERSONAL SKILLS** |
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| * Able to discuss issues with others, including non-specialists, with clarity and sensitivity.
* Good at forming personal relationships while maintaining independence of professional judgement.
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|  **PARTICULAR CIRCUMSTANCES TO BE CONSIDERED**  |
| Considerable involvement with colleagues both within and outside Historic England; involvement with publicConsiderable amount of travelling, sometimes staying away from home base.Some time pressure. |

Historic England and CIfA are committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to the job with you.