

## Head of Research Resources & Publications, Paul Mellon Centre, London

Paul Mellon Centre, Bedford Square, London WC1.

Application deadline: Jan 13, 2025

Gabriella Rhodes

Full-time, Permanent Contract.

A new role of Head of Research Resources & Publications has been created at the Paul Mellon Centre for Studies in British Art (PMC). We are seeking a dynamic and knowledgeable professional who will contribute to the direction and strategy of PMC by overseeing its publications, library, archives, records and data protection responsibilities. This is a Senior Leadership Team position with responsibility for advising PMC's Director on operations, planning and policy across the Centre.

The Head of Research Resources & Publications will line manage activities that span the lifecycle of research, from collecting and cataloguing, to consulting materials, evaluating research, communicating it in publications and displays, and preserving records. Overall, the postholder will ensure and enhance PMC's role in fostering an innovative and enriching research culture. Working closely with department leads, the postholder will develop and deliver strategic thinking and planning, and advocate vigorously across sectors for PMC's activities in publications, library, archives and records.

This is an exciting time to join the organisation as we develop a new strategic plan and strive to open up the work of PMC and the field of British art studies. Specific areas of line management involve providing structure and support for PMC's Archivist, Records & Data Protection Manager, Librarian, two Senior Editors and the Editor of British Art Studies (freelance). However, this is a role in which you will work closely with colleagues and teams across the organisation to assess and develop how people access and engage with research resources and publications in the field of British art studies.

The postholder will be someone who enjoys working collaboratively and as a member of a team and is excited by the prospect of working across teams to develop joined-up thinking and activity. This new role requires excellent management and communication skills. Reporting to the Director, the Head of Research Resources & Publications will play an important leadership role at PMC and be expected to participate in activities and events across PMC's work as required and represent the work that we do to a range of stakeholders.

Applicants will be expected to work on-site at the Paul Mellon Centre, Bedford Square, London WC1. Hours of work are 35 per week. We are happy to discuss flexible working arrangements

offered by PMC.

Salary will be in the range of £75–85,000 p.a. depending on experience. PMC also provides a generous range of employee benefits, as well as a caring and supportive work environment and excellent facilities.

The closing date for applications is 10am GMT, on Monday 13 January 2025

Full information including job description and how to apply can be found on our website.

<https://www.paul-mellon-centre.ac.uk/about/head-of-research-resources-publications>

Reference:

JOB: Head of Research Resources & Publications, Paul Mellon Centre, London. In: ArtHist.net, Dec 16, 2024 (accessed Feb 14, 2025), <<https://arthist.net/archive/43549>>.