



# DIGITAL PROJECTS OFFICER

**Hours:** 15 hours per week (2 working days).

This is a part time, fixed term contract for 14 months.

**Salary:** £28 500 FTE (£11 400 pro-rata).

**Reports To:** Museum Curator and Board of Trustees (The Fusilier Museum London)

**About us:** The Fusilier Museum London showcases the history of a regiment of the British Army, the Royal Fusiliers, from their instantiation under James II in 1685, through to the modern-day serving Regiment. We tell this story through a carefully maintained and engagingly displayed collection of objects. A key component of our storytelling comes from our soldiers' archive, which charts Fusilier experiences through the ages in the form of photographs, letters, diaries, and other ephemera. You will be working on an exciting project to help share this archive digitally.

**Role Purpose:** To assist with the delivery of a collections digitization programme. The work streams associated with the delivery of the programme are being funded under two projects:

1. Digitization of our WWII archive collections ("Unlocking their Service", funded by the Schroder Foundation)
2. Enabling public access to the digitized collections ("Salerno, Cassino, Po" funded by DCMS and Arts Council England)

## Key Responsibilities:

### 1. Digital programming:

Oversee the delivery of a series of digital outputs via Art UK, Bloomberg Connects, social media and the museum website. Manage and edit volunteer content contributions. Implement a digital outputs strategy and work stream.

### 2. Coordinate external partners:

Liaise with the service providers appointed to improve our museum digital architecture, for collections digitization, the museum website, our collections management software, and our IT service providers.

### 3. Collections preparation:

With support from the volunteer team, prepare the WWII archive collection for digitization, including repacking, condition checking and location management on exit and re-entry.

Assist with the relocation of the archive collection to a new store.

#### 4. Community programmes:

Assist with the delivery of archives access events in collaboration with Tower Hamlets Council.

#### 5. Evaluation:

Record and collect key indicators to demonstrate impact to our funders, using social media analytics, google analytics, event photography, report writing and debrief interviews.

### **Qualifications and Skills:**

- Degree-level or post-graduate qualification in Museum Studies, Conservation, Heritage Management or similar, or equivalent experience
- Experience of working with collections in museums, heritage sites or a related cultural field
- Experience of digital cultural production
- Experience of working with databases
- Strong organisational and project management skills
- Excellent communication and interpersonal skills
- Ability to manage multiple tasks simultaneously

### **Personal Attributes:**

- Proactive and detail-oriented
- Strong problem-solving skills
- Enthusiastic and passionate about museum work, heritage and engaging diverse audiences
- Flexible and adaptable to changing needs and priorities

We expect that the successful candidate may not have experience in every area of responsibility detailed under the role description. We encourage candidates with applicable transferrable skills to apply. The majority of the contract will require on site attendance.

**How to apply:** Kindly submit your CV along with a personal statement, detailing how your qualifications and skills, and your personal attributes will support the delivery of the key responsibilities.

Applications due midnight 23 Nov 2025, interviews due to take place week commencing 1 Dec.

Direct any questions about the role to [beth.wyrill@fusiliersconnect.org](mailto:beth.wyrill@fusiliersconnect.org).

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