

# Job description and selection criteria

<b>Job title</b>	<b>Modern Collections' Curator</b>
<b>Division</b>	<b>Academic Services and University Collections</b>
<b>Department</b>	<b>The Museum of the History of Science</b>
<b>Location</b>	<b>Broad Street, Oxford</b>
<b>Grade and salary</b>	<b>Grade 6 (£27,057 - £32,277 per annum)</b>
<b>Hours</b>	<b>37.5 hours per week</b>
<b>Contract type</b>	<b><i>Two year, fixed-term contract in the first instance</i></b>
<b>Reporting to</b>	<b>Museum Director</b>
<b>Vacancy reference</b>	<b>Post 2262506/1</b>
<b>Closing date</b>	
<b>Interview date</b>	

## Introduction

### The Museum of the History of Science

The Museum of the History of Science occupies the Old Ashmolean Building in Broad Street in the centre of Oxford. It was the original home of the Ashmolean Museum at its foundation in 1683 and was the first purpose-built museum in the world. The mission of the Museum is to be a national and international centre of excellence for research and teaching in the material culture of science and, through its collection of historic scientific instruments, a source of understanding and inspiration for visitors.

For more information please visit: <http://www.mhs.ox.ac.uk/>

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 22,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 'support' staff (including

clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m p.a., and more than 80 spin-off companies have been created.

For more information please visit <http://www.ox.ac.uk/about>

### ASUC Division

The Academic Services and University Collections (ASUC) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <http://www.admin.ox.ac.uk/asuc/>

## Job description

### Overview of the role

As part of its succession planning the Museum of the History of Science is recruiting a junior curator with a focus on the Museum's and the University departments' modern collections and their role in research, teaching, collecting and outreach. This is an exciting new role that is expected to work across the University and to engage in innovative ways with the departments.

This post is a fixed-term contract for two years in the first instance funded by the University of Oxford.

The post-holder will thus be expected to help develop funding bids for the continuation of the post beyond the initial two years.

The successful candidate will be expected to develop a protocol for documenting material dispersed in a range of scientific and medical departments. This involves detailed cataloguing and relevant administrative aspects relating to the collections

including the answering of enquiries and the supervision of researchers. Furthermore, the jobholder will be required to devise strategies for, and carry out the recording of, oral testimonies inside and outside the University.

The job holder will work closely with the two senior curators and the collections' manager in all these aspects. As part of the project's public dimension the candidate will contribute to the Museum's exhibition and outreach programme and will help to arrange accompanying public events. The post-holder will also be expected to help develop the University museums' new Collections Research Centre and more generally to support funding applications through drafting compelling cases for support.

The successful candidate will be committed to the importance of material culture in an academic and public context. This will require traditional museum skills as well as the ability to build new partnerships and to connect with the public engagement agendas of departments. The jobholder will thus be required to liaise with a wide range of stakeholders, including advisors, trustees, funders, donors etc.

#### Responsibilities/duties

Devise a strategy to engage with departments and build new partnerships.

Identify departmental collections of science and medicine; survey and document these collections.

Review 20th-century material in the Museum's collection and improve cataloguing on the Museum's collections database (KE EMu).

Develop innovative ways of teaching with the collections.

Write narratives and introductory material to present material online.

Work closely with the Collections' Manager on all administrative aspects relating to the collections.

Liaise and work with internal and external stakeholders.

Contribute to the Museum's exhibition and outreach programme, esp. on aspects of modern science and medicine with material drawn from across the University.

Help develop the University museums' new Collections Research Centre.

Identify and develop funding bids, esp. for the continuation of the post beyond the first two years.

## **Selection criteria**

### **Essential**

Proven academic expertise in the history of science, or a closely related field, preferably with a focus on the history of 20th century science.

Familiarity with recent initiatives in the curation of 20th and 21st century science and technology, particularly within universities.

Ability to engage with a range of academic partners at all levels of seniority.

Demonstrable commitment to the importance of material culture.

Demonstrable skills in communicating their research to a wide audience outside the academic field.

A flexible approach to work, including the ability to work both independently and as part of a team.

Excellent communication and digital skills.

### **Desirable**

Ph.D. in the history of science, or a closely related field, preferably with expertise in the history of 20th century science.

Experience of research projects, including the writing of bids and fundraising.

Experience of cataloguing in a museum, library or archive.

Experience of exhibition work.

Familiarity with collections databases, and KE EMu in particular.

Demonstrated experience of writing for the web.

Please note that the appointment of the successful candidate will be subject to standard compulsory pre-employment screening, such as right to work checks and security checks. .

## **Working at the University of Oxford**

For further information about working at Oxford, please see:

[www.ox.ac.uk/about\\_the\\_university/jobs/research/](http://www.ox.ac.uk/about_the_university/jobs/research/)

[www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

[www.ox.ac.uk/about\\_the\\_university/jobs/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post. (Customise this statement to confirm the document(s) you would like the applicant to attach. See "[selecting the appropriate application form](#)" in our online guide to writing effective adverts). The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

### Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter **must** be attached to any application they submit.*

**The priority application date for this post is 15<sup>th</sup> December 2015**

**Full details of the priority application process are available at:**  
[www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate](http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate)

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

Further help and support is available from  
[http://www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/)

To return to the online application at any stage, please click on the following link  
[www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.