# Job description and selection criteria

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| Job title | Co-curator / researcher |
| Division | Academic Services and University Collections |
| Department | The Museum of the History of Science |
| Location | Broad Street, Oxford |
| Grade and salary | **Grade 7 (£27,057 - £32,277 per annum)** |
| Hours | 37.5 hours per week |
| Contract type | Nine months, fixed-term |
| Reporting to | Museum Director |

## Introduction

### 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>

## Job description

### Background

The Museum of the History of Science (MHS) is undertaking a project centred on the life and work of Henry Moseley (1887-1915). Supported by the Heritage Lottery Fund, *Harry’s Story: A Scientist Lost to War* will conserve apparatus and archival material in the MHS collections, create a special loan exhibition over the summer of 2015 along with a subsequent permanent redisplay, and also deliver a broad programme of public events, education work, and digital resources. Moseley was an exceptionally promising young physicist whose early work on the x-ray spectra of the elements provided a new foundation for the Periodic Table and contributed to the development of the nuclear model of the atom. On the outbreak of World War One he joined the Royal Engineers and was killed during the Gallipoli campaign.

### Overview of the role

The Museum is seeking a co-curator/researcher for *Harry’s Story*. The post-holder will have a key role in the development of the project, working closely with Museum staff and volunteers to deliver the project outcomes, and liaising between MHS and its project partners. The post-holder is expected to co-curate the special loan exhibition and permanent redisplay, research objects and other materials relating to the exhibition, enhance records in the museum collections database, produce print and digital content, assist with staff training and workshops, manage volunteers, engage with feedback and evaluation, assist with education and outreach activities, deliver public events, and assist with the administrative process of the exhibition.

The successful candidate will have a strong background in both museums and the history of science and technology, and will particularly be responsible for integrating the project with military history, especially of World War One.

The role is fixed-term for nine months from February to October 2015.

### Responsibilities/duties

Deliver project outcomes, as specified in the grant application, by working with the MHS director, MHS project team, and project partners

Work with MHS project team to develop a scope paper and design brief for the project exhibition

Research and select objects and other materials for the exhibition in the MHS collection as well as the collections of project partners

Contribute content for enhanced cataloguing at the MHS and adapt research content accordingly

Assist with development of classroom resources and related education events

Create and curate content for the exhibition

Engage with the feedback and evaluation processes in the project

Assist with recruitment, training and management of volunteers

Deliver public lectures and table talks relating to the project and exhibition

Write blogs posts for the MHS blog and contribute to the development of electronic resources

Contribute to the promotion of the project through social media

Assist in the organisation of project meetings, project partner meetings, and training workshops

Liaise between MHS and project partners

Produce regular expenditure projects and track the delivery of project outcomes

## Selection criteria

### Essential

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

Experience of researching World War One history, in particular World War One science and technology.

Experience of working in a museum context and with museum collections, in particular collections relating to World War One.

Experience of communicating to academic and non-academic audiences.

Experience of cataloguing in a museum, library or archive.

Experience of outreach/engagement work, particularly with museum and academic partners.

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

Track record of academic, museum, and online writing and publication.

Excellent communication and digital skills including social media experience.

Demonstrable experience of project management.

### Desirable

Experience of research projects.

Experience of exhibition work.

Excellent interpersonal skills; ability to work co-operatively in a team as well as independently and with all levels of staff.

Familiarity with collections databases, and KE EMu in particular.

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

**Where applicable for criminal records/ other security checks:**

Furthermore, additional pre-employment screening is required for this post, as such; the successful candidate will be required to undergo criminal record checks.

Please [click here](http://www.ox.ac.uk/about_the_university/jobs/preemploymentscreening/) to read the candidate notes on the University’s pre-employment screening procedures.

## 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/)

## 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 three 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. 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 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 30th January 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/>

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.