**Job description and selection criteria**

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| **Job title** | **Exhibition Curator** |
| **Division** | **Academic Services and University Collections** |
| **Department** | **The Museum of the History of Science** |
| **Location** | **Broad Street, Oxford** |
| **Grade and salary** | **Grade 6 £27,057 - £32,277** |
| **Hours** | **22.5 hours per week on average** |
| **Contract type** | **Fourteen months, fixed term** |
| **Reporting to** | **The 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 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

[www.ox.ac.uk/staff/about\_the\_university/new\_to\_the\_university/structure\_of\_university](http://www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university)

For more information please visit [www.ox.ac.uk/about](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/>

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/>

**Job description**

Background

The Museum of the History of Science (MHS) is undertaking a major project *Back from the Dead* over 2016-17. Spanning the history and future of disease, drug development, commercial innovation and the patient experience, the project focuses on the history of antibiotics from penicillin in the mid-20th century to antibiotic resistance now. Supported by the EPA Cephalosporin Fund, *Back from the Dead* will conserve apparatus and archival material in the MHS collections, create a special loan exhibition over the 2016-17 academic year along with a subsequent permanent redisplay, and also deliver a broad programme of public events, education work, and digital resources.

Overview of the role

The Museum is seeking an exhibition curator for *Back from the Dead*. 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 a broad range of 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 take a leading role in the administration of the project.

The successful candidate will have a demonstrably strong interest in museums and material culture and the history of medicine or have expertise in biomedical public engagement with a demonstrable interest in history. The successful candidate will also be particularly responsible for integrating the project with social history and current issues surrounding antibiotic resistance. The successful candidate will become a museum keyholder and exercise the security responsibilities of that role.

The role is part-time, working 22.5 hours a week on average, and fixed-term for fourteen months starting as soon as possible.

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 the MHS project team to develop a scope paper and design brief for the project’s exhibition.

Research and select objects and other materials for the exhibition in the MHS collection as well as in other relevant collections.

Contribute content for enhanced cataloguing at 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 and develop the feedback and evaluation processes in the project.

Assist with the training and management of volunteers.

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

Liaise with IT staff and contribute to the development, editing and content management of the project website.

Write blog 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.

Produce regular expenditure reports, track the delivery of project outcomes and write project reports.

**Selection criteria**

Essential

Proven academic expertise in the history of medicine 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 medicine and biosciences.

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

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

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

Ability to engage with a range of external partners at all levels of seniority, in the museum sector as well as in contemporary science, medicine and art.

Demonstrable track record of academic, museum, and online writing.

Excellent communication and digital skills including social media experience.

Demonstrable experience of project management and report writing.

Experience of working in a museum context and with museum collections.

Desirable

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

Demonstrable experience of cataloguing in a museum, library or archive.

Demonstrable experience of exhibition work, in particular with collections relating to the History of Science, Technology and Medicine.

Demonstrable expertise in web development.

Familiarity with collections databases.

Familiarity with university financial procedures.

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University’s pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

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

As this role involves specific hazards, eg radiation, chemical, heavy lifting, potentially working at heights, pre-employment health clearance will be required prior to the successful candidate commencing work.

**Working at the University of Oxford**

For further information about working at Oxford, please see:

[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/)

**The University’s policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (any grade above grade 5), for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/)

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

**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.

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.

All applications must be received by **midday** on the closing date stated in the online advertisement and interviews are expected to take place on Wednesday 27 January.

**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.*

*If you are a priority candidate, please ensure that you:*

*- attach your redeployment letter to your application (or e-mail it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

*- explain in your supporting statement how you meet the selection criteria for the post.*

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 [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.