# Job description and selection criteria

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| Job title | Public Engagement Officer |
| Division | ASCU |
| Department | The Museum of the History of Science |
| Location | Broad Street |
| Grade and salary | Grade 5 (£24,298 – £28,982 per annum pro-rata) |
| Hours | Part time (18.25 hours /0.5 FTE)  Variable hours |
| Contract type | Fixed-term to March 2018 |
| Reporting to | *The Director* |
| Vacancy reference |  |
| Additional information |  |

## 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 <http://www.ox.ac.uk/about>

## The University of Oxford is a member of the [Athena SWAN Charter](http://www.athenaswan.org.uk/) and holds an institutional Bronze Athena SWAN award. Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

### 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 is one of the four museums of the University of Oxford which include the Ashmolean, The University Museum of Natural History, and the Pitt Rivers Museum. The Museum occupies the Old Ashmolean Building in Broad Street which was the original home of the Ashmolean Museum as it was founded in 1683, the first purpose-built museum in the world. The Museum now houses an outstanding and unique collection of objects related to the history of science, notably the largest collections in the world of astrolabes and sundials, and other material dating from the medieval period through to the early 20th-century. It is a national and international centre for excellence for research and teaching in the material culture of science, and the interpretation of its collection is supported by a lively programme of exhibitions and public events for a range of audiences.

## For more information please visit: www.ox.ac.uk

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**Job description**

This role plays a key part in devising and communicating the Museum’s public programme. The postholder will create and maintain an attractive programme of events and communications for existing audiences, while also successfully engaging new audiences.

The post reports to the Director.

The post is funded by Arts Council England through the Oxford University Museums Partnership. This funding is secured until March 2018 and the post is therefore advertised as fixed term until then.

# Responsibilities/duties

Programme and events:

* identifying and suggesting ideas for events
* scheduling, assembling and writing copy for the programme
* ensuring distribution of programme and publicity material
* co-ordinating event delivery with other staff, event leaders, contributors and volunteers
* assisting at events
* acting as a point of contact for independent group visits

Communications:

* editing the Museum’s main blog
* co-ordinating the Museum’s Twitter, Facebook and Instagram accounts
* preparing, editing, and sending the monthly email newsletter
* managing event listings on the MHS website as well as on external sites
* managing other aspects of the Museum’s public profile and branding such as email signatures and public signage

Press and media relations:

* fielding press enquiries and organising press photographers
* writing and distributing press releases

Liaison and advocacy:

* working with communications officers across the University, city and region
* liaising with University departments
* establishing and managing collaborations with external parties

Digital production:

* sourcing, preparation and editing of images and other media where necessary, including occasional photography
* liaison with commercial filming requests and hire
* contributing to digital projects

Feedback and monitoring:

* collate and interpret survey results
* monitor and respond to TripAdvisor reviews and comments
* compile attendance figures for the Museum as a whole as well as for specific events to standards set by a range of stakeholders

Complying with museum procedures and taking part in professional development reviews

Other comparable duties as may be required by the Director

# Selection criteria

## Essential

* Proven enthusiasm for and experience of public programmes in museums
* Demonstrable expertise in social media and digital editing
* Ability to represent the Museum to multiple audiences
* Excellent communication skills, particularly in copywriting, editing, proofreading and interpretation
* Ability to work both independently and as part of a team
* Flexibility to manage work schedule to incorporate occasional evening and weekend events
* Ability to prioritise and manage multiple objectives

## Desirable

* Experience of a broad range of museum work
* Interest in the history of science
* Experience of digital photography

**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 it involves working with the public. As such, the successful candidate will be required to undergo a criminal record check.

## Working at the University of Oxford

For further information about working at Oxford, please see:

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

**Equality of Opportunity**

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## 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.

Please upload all documents **as PDF files** with your name and the document type in the filename.  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.*

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

*- attach your redeployment letter to your application (or email 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 emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.