

## Job description and selection criteria

<b>Job title</b>	The Rick Mather David Scrase Foundation Internship in Western Art
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Ashmolean Museum
<b>Location</b>	Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH
<b>Grade and salary</b>	Grade 3.1: £22,681-£25,138 per annum*
<b>Hours</b>	Full time (36.5 hours)
<b>Contract type</b>	Fixed term (18 months)
<b>Reporting to</b>	Christopher Brown Curator of Northern European Art, Department of Western Art
<b>Vacancy reference</b>	169822
<b>Additional information</b>	<p>This role involves lifting, carrying, and moving objects (with or without adaptations) which on occasion may be heavy. All necessary health and safety training will be provided.</p> <p>You are required to submit a <b>CV and Supporting Statement</b> with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p> <p>*An automatic annual increment each year will be paid up to (and not including) the discretionary range within the University of Oxford's grade 3 salary scale.</p>
<b>Closing date</b>	12.00 midday GMT Wednesday 3 <sup>rd</sup> January 2024



## **Job description**

### **Overview of the role**

This internship in the Department of Western Art has been made possible through the generous support of the Rick Mather David Scrase Foundation as a reflection of their commitment to “internships or research fellowships in the fields of prints, drawings and paintings in order to help outstanding young practitioners get the best experience”. This 18-month internship will focus on the digitisation of the prints and drawings collection bequeathed by the great British antiquarian and museum curator Francis Douce (1757–1834) as well as broader curatorial work across the department.

The Douce Collection is arranged thematically, covering a variety of subjects from witchcraft and pilgrimage to angling and musical instruments, and ranging from the 16<sup>th</sup> to the 19<sup>th</sup> centuries. The Ashmolean provides in-person access to much of the collection of works on paper via the Print Room, but, so far, only limited parts of the Douce Collection of around 27,000 prints and 1,500 drawings are digitised and accessible in our online collections. The collection holds great potential for research and public engagement projects and provides important resources for teaching within and beyond the University. The intern will play an invaluable part in making an important part of our collection accessible online, while helping them to develop critical skills necessary for building a career in museums.

The intern will continue the documentation and digitisation work being carried out on the Douce Collection, focussing on parts not yet added to the Museum’s database, including the creation of digital images. They will be encouraged to share their insights and discoveries through all-staff presentations, museum publications, social media and other kinds of public engagement. With a programme of training by curatorial and collections staff, the intern will be expected to work mainly with onsite and Oxford resources including office files, internal/external archival resources and libraries. They should also be able to navigate online research tools and use them effectively to enhance object documentation. The intern will also have the opportunity to gain experience in handling and examining original artworks in the Print Room, for which specialist handling training would be provided.

Based in the Western Art department, the intern will be exposed both to the daily activities of this curatorial department and to other areas of the museum over a period of 18 months. They will work closely with the Curator of Northern European Art, but will also be contributing to wider projects within the Western Art department involving exhibitions, publications and public engagement.

### **Responsibilities**

- Creating accurate database records on the Museum’s Collections Management System (CMS) through cataloguing part of the Ashmolean’s Francis Douce prints and drawings collection according to specified documentation standards;
- Checking digital collection records against existing guidelines to establish level of data quality and updates required to meet agreed documentation standards;
- Creating digital images of the catalogued works for the Museum’s Digital Assets Management System (DAMS);
- Shadowing curators in the Western Art department and contributing to curatorial projects within the department, involving exhibitions, publications and public engagement activities;
- Sharing findings about the Douce Collection, including the possibility of a museum-wide presentation and a publication in the Ashmolean Magazine;
- Reporting on progress and levels of data quality with line manager.



## **Other duties**

- Undertake any necessary training identified
- Comply with health and safety regulations
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff
- Any other duties that may be required from time to time commensurate with the grade of the job

The Ashmolean Museum reserves the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

## **Department of Western Art**

The Department has responsibility for internationally eminent collections of mainly European fine and decorative arts from about the 1200s to the present day, shown in 23 galleries and kept in stores. The drawings and prints collection, over 300,000 works in all including some of the greatest treasures of the University, is housed in the Print Room, a series of spaces including a public study room and a teaching room. We pride ourselves on the welcoming public access offered to the graphic arts collections, which is open to the public including Saturdays. The Keeper and four curators are responsible for the collections, supported by a Collections Manager and part-time Collections Assistant, two Print Room Managers, and an Administrator. We have a number of research projects underway with researchers also part of our team.

For more information please visit: <https://www.ashmolean.org/western-art>

## **Selection criteria**

### **Essential selection criteria**

- Recently graduated on BA-level or similar in art history, history or a related subject;
- Interest in pursuing a career in museums or the heritage sector and previous record of active involvement with similar cultural institutions;
- Interest in the field of works on paper such as drawings and prints;
- Experience of working with data sets and/or collections management systems;
- Excellent data-entry skills;
- Excellent eye for detail, ability to organise assigned workload and work to specified targets and deadlines;
- Ability to conduct research autonomously and pro-actively, but also to follow guidance and work with others;
- Ability to communicate effectively in both written and spoken English;
- Excellent general IT skills.

### **Desirable selection criteria**

- Experience of cataloguing objects onto a museum collections database, such as for instance MuseumPlus;
- Knowledge of prints, printmaking techniques, and print history;
- Ability to read another European language, preferably German or Dutch.



## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Regular manual handling

## The Ashmolean Museum

### Who we are:

Open since 1683, we are the University of Oxford's Museum of art and archaeology. Situated in the heart of the city, we are an iconic cultural destination open to everyone every day.

With c.900,000 visitors a year (pre-Covid), we are the most visited university museum in the world.

### What we do:

We preserve and share our collections and knowledge to promote research, learning and enjoyment.

### Why we do what we do:

To illuminate our shared humanity.

### We have three strategic pillars:

**Collections:** We care for, develop, and widen access to our collections.

**Research and Teaching:** We enable, lead and deliver world-class research and teaching.

**Audiences:** We provide engaging and inspiring experiences for increasingly diverse audiences.

In the next five years, we have five enabling priorities:

1. To support, develop and inspire our teams;
2. To promote equity and value diversity in all that we do;
3. To ensure we have the resources to deliver our work;
4. To work towards our commitment to achieve net zero carbon by 2035. Our environmental responsibility will inform our actions;
5. To ensure we have a building and infrastructure fit for purpose and our future.

For more information visit <https://www.ashmolean.org/>



## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.



*The Ashmolean Museum*

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) 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: <https://www.glam.ox.ac.uk/home>

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and Supporting Statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

**Please note that if you do not upload a completed Supporting Statement and CV, we will be unable to consider your application for this role.**

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

## References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have 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 department(s).

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).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>



Non-technical questions about this job should be addressed to the recruiting department directly on [recruitment@ashmus.ox.ac.uk](mailto:recruitment@ashmus.ox.ac.uk)

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

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## **Relocation**

At the moment, the Ashmolean Museum is not offering relocation expenses to this post.

## **Important information for candidates**

### **Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

### **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### **Equality of opportunity**

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.

*Photographs: Copyright Ashmolean Museum, University of Oxford*



# Benefits of working at the University

## Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/> There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk)