

## Job description and selection criteria

<b>Job title</b>	Collections Assistant - Department of Antiquities (Maternity Cover)
<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 4: £25,138 to £28,759 (per annum)
<b>Hours</b>	Full time (36.5 hours per week)
<b>Contract type</b>	Fixed-term maternity cover for 9 months (with the possibility of extension to 12 months)
<b>Reporting to</b>	Collections Manager
<b>Vacancy reference</b>	169953
<b>Additional information</b>	<p><b><u>You are required to submit a CV and a supporting statement/supporting evidence form with your application,</u></b> outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).</p> <p>This role involves the regular lifting and moving of objects and boxes, some kept at height.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
<b>Closing date</b>	12.00 midday GMT/BST Friday 19 January 2024



## **Job description**

### **Overview of the role**

Reporting to the Collections Manager in the Department of Antiquities, the Collections Assistant will assist with the preparation and movement of objects for teaching, research, outgoing loans, photography and conservation, as well as having responsibility for the supervision of visitors to the Department of Antiquities Study Rooms.

The post holder will also support the Collections Manager in a variety of tasks to enhance the Department's storage areas, gallery projects and maintenance, and may occasionally be asked to undertake national and international travel to ensure the safety of objects requested for loan to external exhibitions.

You will work independently to plan your workload and set your own priorities. A sound understanding of materials (ceramic, stone, metals, organics, etc.) and experience of object handling is an essential requirement for this post.

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for approximately 9 months or until the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

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### **Responsibilities**

#### **Service delivery**

- Liaising with the Collections Managers and Curators, and in collaboration with other Collections Assistants, provide collections support to ensure the timely delivery of objects requested for teaching and research, and that bookings are recorded. Where agreed, independently allocate spaces, resources, and preparation time.
- Respond to internal and public enquiries about the collections.
- Supervise classes and research visits in the Antiquities Study Rooms, galleries and stores. Instruct and monitor visitors to ensure that collections protocols relating to object handling and security are adhered to.
- Carry out initial condition assessments of collections requested for access and arrange for Conservation intervention when needed. Communicate with Department of Antiquities team members and others the status of objects and their availability and readiness for teaching.
- Contribute to the safe movement and installation of objects in in-house rotations, displays, and exhibitions, as well as objects going out on loan by representing the Museum as a courier (nationally and internationally).
- Assist with the supervision and care of the Department's archives, including the retrieval of paper documents, photographic materials etc., in response to public enquiries and research visits.

#### **Planning and organisation**

- Liaise with the Keeper of the Department of Antiquities, the Collections Manager and Curators, in re-arranging and enhancing display and storage areas.

- Undertake object re-packing according to Museum standards, ensuring the security and safety of objects in store and during relocation. Supervise the day-to-day maintenance of galleries and storage areas.
- Help to keep stores and teaching areas tidy and stocked with necessary materials whilst also identifying improvements. Independently carry out agreed levels of collections maintenance and research suitable suppliers.
- Demonstrate knowledge of health and safety and the risks and hazards often found in mixed museum collections and with working in a cramped museum storage environment, or when moving collections across spaces without level or lift access.
- Liaise with the Picture Library/Photographic Studio, Conservation, Registrars and other Museum Departments, as required, in order to plan object moves according to project schedules.
- Assist, when required and as time allows, with wider museum initiatives, including GLAM-wide off-site storage projects.

### **Data Processing and organisation**

- Consult with the Collections Manager and Curators to enhance collections documentation, adding missing and/or correcting information in object and archive records on the Museum's Collections Management Software (CMS) in accordance with collections database standards and in support of the Museum's ambitious digitisation strategy.
- Use the Museum's Digital Assets Management Software (DAMS) to add, edit and link object photographs and other digital media to the CMS records.
- Update object and archive location records on the Museum's Collections Management Software (CMS) to reflect object movements.
- Enter study room statistical data in the software Artifax, extract and elaborate data for the necessary purposes, support departmental administration as needed, and any other occasional duties as requested by the Keeper of the Department of Antiquities.

### **Other duties**

- Participate in a regular Annual Review.
- 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 Antiquities

The Department of Antiquities holds internationally renowned collections covering almost the entire span of human history. They include the surviving parts of the Museum's earliest collections, as well as wide-ranging and comprehensive representation of the early cultures of Europe, Egypt and Sudan, and the Near East, which owes much to the Museum's long association with the field of archaeology.

Particular strengths of the collection include European Migration Period metalwork; the Aegean Prehistory collection including one of the richest collections of Cycladic Bronze Age material and the best collection of Minoan (Cretan) antiquities outside Greece; the collections of Predynastic Egypt; the earliest collection of Classical Greek and Roman sculpture in Britain; and an important and substantial collection of Greek painted pottery. The Department also holds significant archival and documentary material, most notably the Sir Arthur Evans Archives, the Allen air photographs of British archaeological sites, the Kish (Iraq) excavation archives, and archives relevant to local archaeology.

The Department currently comprises 11 members of staff including Curators, a Department Manager, a Collections Manager and a Collections Assistant, as well as occasional fixed term researchers, research assistants and volunteers. It is among the busiest museum departments in terms of University teaching, research requests and object enquiries; it maintains 18 galleries, 8 offices, 6 stores, and 2 study rooms, and is responsible for the care of approximately 500,000 objects located in on- and off-site storage facilities.

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

## Selection criteria

### Essential selection criteria

- Very good level of written and spoken English.
- Qualifications and/or proven experience in History of Art, Archaeology, Museum Studies or a related discipline.
- An awareness of manual handling.
- Familiarity with a range of object types and materials, and the ability to select and implement appropriate rehousing of collections.
- Experience of supervising student or adult groups with their tutors in object-based teaching.
- Proven manual dexterity and attention to detail, with object handling and packing experience including an awareness of collections care standards.
- An awareness of issues surrounding conservation and security.
- Relevant experience of working or volunteering in a multi-site museum or related environment.
- General IT literacy (Microsoft Office suite) and some experience of using museum or other collections databases. (Training on the relevant systems will be provided).
- Ability to organise own workload and address competing priorities, working as part of a team under supervision, and applying own initiative to work independently if/when required (for example when working off-site), and the willingness to work occasionally outside standard working hours when necessary.
- Ability to travel (within reason) if required.

## **Desirable selection criteria**

- Knowledge of the Antiquities collections, small finds, works on paper, art objects of different media, and archaeological material.
- Knowledge of a second language relevant to the departmental collections and their study would be advantageous, but is not essential.
- Knowledge of Museum Plus (Collections Management Software).
- Knowledge of Resource Space (Digital Assets Management Software).
- Experience of collaborating with or supervising volunteers.

## **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:

- Working at heights
- Lone Working
- Work in cold environments
- 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 a supporting statement/supporting evidence form. The supporting statement/supporting evidence form 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).

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

## **Supporting Statement/Supporting Evidence Form**

**Please note that if you do not upload a completed supporting statement/supporting evidence form and a CV, we will be unable to consider your application for this role.**

The inclusion of the supporting statement/supporting evidence form and CV is **a mandatory step** in the online application process.

**Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description in your supporting statement/supporting evidence form.**

All applications must be received by **12:00 midday (GMT/BST)** 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)