

## Job description and selection criteria

<b>Job title</b>	Senior Exhibitions Project Manager (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 7.1: £36,024 (per annum)
<b>Hours</b>	Full-time (37.5 hours per week)
<b>Contract type</b>	Fixed-term (until May 2025 or the return of the substantive post-holder)
<b>Reporting to</b>	Head of Exhibition Projects
<b>Vacancy reference</b>	170407
<b>Additional information</b>	<p><b>THIS POST COULD BE CONSIDERED AS A SECONDMENT OPPORTUNITY</b></p> <p>Please discuss secondments with your line manager in the first instance, as you must have their agreement that you can be released for a secondment before you submit an application. For more information please go to: <a href="https://hr.admin.ox.ac.uk/secondments">https://hr.admin.ox.ac.uk/secondments</a></p> <p>The role includes duties that will require a satisfactory basic DBS result and Known Consignor checks - you will therefore be required to provide employment and/or education history going back for a full 5 years.</p> <p>You are required to submit a CV and a supporting statement 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>
<b>Closing date</b>	12.00 midday GMT/BST Wednesday 7 February 2024

## **Job description**

### **Overview of the role**

This fixed-term role will provide support to the Head of Exhibition Projects by leading on assigned large and small-scale exhibition projects, preparing for and implementing temporary exhibitions and providing general support for the Projects Department as required, and line managing the Exhibitions & Projects Coordinator.

Following an established exhibition process and timetable, the postholder applies good project management principles to planning future and upcoming shows and acts as main point of contact for the project team, internal and external curators, external stakeholders and lenders. Working on several exhibitions at different stages of delivery, the postholder has an excellent understanding of exhibition practice, interpretation & access, but also object needs and conservation requirements alongside a real appreciation for visitor experience.

### **Maternity leave cover post**

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until May 2025 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

### **Responsibilities**

1. Manage a programme of multiple exhibition projects end to end. Provide project reports for the monthly steering groups.
2. Manage all exhibition administration including object lists, loan requests, and installation schedules in collaboration with the other members of the Major Projects & Exhibitions department.
3. Manage the budget for the assigned exhibitions, ensuring that all expenditure is monitored and that projects remain on budget. Seek and negotiate quotes with contractors and lenders, and ensure all costs are approved, tracked and raised for payment promptly (with support from the Exhibitions & Projects Coordinator and Finance Team).
4. In collaboration with the Exhibitions Registrar, manage the installation, routine checks, and dismantling of exhibitions, making practical arrangements for loans and couriers, maintaining Health & Safety standards, overseeing contractors, couriers and the project team.
5. With support of the Exhibitions & Projects Coordinator, and in collaboration with the Design, Publications and Interpretation teams, oversee the content development of AV, interpretative text, image procurement for assigned exhibitions.
6. Line manage the Exhibitions & Projects Coordinator (who is responsible for managing smaller displays and for providing support across the Major Projects & Exhibitions Department) and deputise for the Head of Exhibition Projects as needed.
7. In line with the Exhibitions Policy, update project schedules, arrange meetings, and ensure effective communication on progress and decisions across the museum. Provide updates to the Head of Exhibition Projects regularly and the Major Projects & Exhibitions Department at team meetings, and monthly project / budget updates for Projects & Exhibitions Steering Group.

8. Contribute to arrangements for opening exhibitions, and with the support of the Exhibitions & Projects Coordinator, ensure that Private View mail lists are created on schedule and all key parties are included.
9. Be committed to security and health and safety policies and procedures, and ensure familiarity and co-operation with the museum's procedures across the project team and any external contractors.
10. Develop and maintain positive working relationships, ensuring that colleagues are treated fairly and with respect and dignity, and actively supporting the museum's strategy for widening access, inclusion and diversity.

### **Other duties**

- Working on some Bank Holidays.
- 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.

## **The Major Projects & Exhibitions Department**

The programme of temporary exhibitions within the Ashmolean is managed within the Major Projects & Exhibitions Department. The Department is responsible for planning and delivering major cross-museum projects including gallery redevelopments, the programme of temporary exhibitions and displays at the Ashmolean and the significant program of national and international loans and touring exhibitions.

Exhibitions are one of the most important ways that the Ashmolean communicates itself to the outside world. The Ashmolean's exhibition programme aims to increase understanding of and engagement with the Collections, enhance the Museum's reputation nationally and internationally, encourage repeat attendance while maintaining, extending and broadening the range of our audiences.

The collections encompass several thousand years, and are divided into four curatorial departments: Heberden Coin Room, Antiquities, Eastern Art, and Western Art. The Ashmolean's temporary exhibitions provide an opportunity to shine a light on particular aspects of the collections as well as to promote their understanding by new, alternative interpretation. The exhibitions aim to welcome all members of society into the museum regardless of their background or education and intend to attract new audiences. The exhibitions also provide continued interest for our regular visitors and increase the museum's media profile.

We hold between two and three charging loan exhibitions per year in the dedicated Temporary Exhibition Galleries on the third floor and up to a further three or four free exhibitions elsewhere in the museum. Crucially the exhibitions contribute to increasing visitor numbers, ticket and retail sales, membership, catering and donations. In recent years, exhibitions have attracted up to 87,000 visitors (for *Last Supper in Pompeii* in 2019).

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

## **Selection criteria**

### **Essential selection criteria**

1. Proven experience of working within a museum or gallery environment, including experience of project management of exhibitions, displays or gallery projects, overseeing project teams, creating and delivering schedules and ensuring that deadlines are met.
2. Excellent communication and interpersonal skills with a flexible and positive approach, dealing with a wide range of people at varying levels inside and outside the Museum and from different cultures and backgrounds.
3. Remaining calm and good-humoured, dealing courteously with people whilst working under pressure.
4. Proven time-management and organisational skills, ability to multi-task and deliver to deadlines whilst maintaining meticulous exhibition and museum documentation.
5. Demonstrable understanding of museum and exhibition design, including of mounting and displaying objects and associated conservation requirements.
6. Proficiency in Microsoft Office programmes and email, and proven ability to write and proof-read; strong numeracy skills, and experience of working with budgets.
7. A high level of initiative and common sense, pro-active and confident in tackling problems and decision-making, knowing when to seek advice.
8. Practically minded, with a good understanding of the standards and procedures required for museums displays: Health & Safety, security, good visitor experience as well as secure movement and installation of works of art and their documentation. Understanding of risk assessments and method statements.
9. A relevant degree or equivalent experience/qualification

### **Desirable selection criteria**

1. A broad understanding of collections management and experience of museums collections databases.
2. Experience of handling museum objects.
3. An ability to act independently and decisively when the situation demands it.

## 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

### Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to handling high value collection items.

### Additional background checks – Known Consignor checks

Please note that this post is subject to checks necessary for the successful post holder to have known consignor status. You will therefore be required to provide employment and/or education history going back for a full 5 years in your application.

## 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. 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).

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

## Supporting Statement

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

The inclusion of the supporting statement 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.**

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.

## 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.



## 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)