Pitt Rivers Museum and Ashmolean Museum of Art and Archaeology

Job title	Clothworkers' Assistant Curator of Textiles
Division	Gardens, Libraries and Museums
Department	Pitt Rivers Museum (PRM) and Ashmolean Museum of Art and Archaeology
Location	Collections Teaching and Research Centre, Parks College
Grade and salary	Grade 6.1 £33,832.00p.a. (inc OUW)
Hours	Full time
Contract type	Fixed-term for 3 years
Reporting to	Head of Collections (PRM)
Vacancy reference	172604
Additional information	

The Project

The textile collections held by the Pitt Rivers and a significant part of the Ashmolean's collection will be stored in a new facility, the Collections Teaching and Research Centre (CTRC), due to open in 2025. Much of the work of the textile conservator will be carried out in the CTRC.

After the physical move of the textile collections to the new store the postholder and textile conservator will work with textile communities to investigate the significance, use and potential of the Museum's collections.

For information about the CTRC visit: Collections Teaching and Research Centre (CTRC) | Gardens, Libraries & Museums (ox.ac.uk)

Job description

Overview of the role

The post holder will work as part of the Pitt Rivers and Ashmolean Museum teams to document the collections in the CTRC and provide expertise and documentation on site. The role will also

involve facilitating visitors and researchers involved in the project and ensuring safe movement and handling of objects and transit for exhibitions or loans.

The Clothworkers' Assistant Curator of Textiles will work as a key member of the collections team on the textile collections of the Pitt Rivers Museum and Ashmolean Museum. Working alongside the Clothworker's Textiles Conservator, the postholder will plan and undertake additions to the documentation database, contributing to procedures, enhancing records and improving knowledge and understanding of the textile and clothing collections. They will work together to set up and guide the digitisation programme for selected groups of textiles. They will largely be expected to plan their own work, operating the computerised database, undertaking photography, uploading images as well as using on-line technology for remote interaction.

The post holder will liaise with communities to ensure that expertise, knowledge and viewpoints form part of the core digital database records. They will add contextual and technical information. Documentation could also include recordings of online video conferences with members of originating communities and short films for social media.

The post holder will liaise on a day-to-day basis with members of the Collections and Conservation departments and will report to the Head of Collections (Pitt Rivers Museum). The maintenance and fostering of good working relationships based upon mutual understanding of other museum staff, a high degree of adaptability, flexibility, and a pragmatic approach to any work are important features of this post. The Collections and Conservation departments are highly motivated groups where the ability to work as part of a team is essential.

The Legacy

The legacy of this project will be the enhanced documentation and co-curated database entries for the textiles.

As a result of working closely with textile communities to ensure that their stories, knowledge and understanding of textiles and clothing are included in the digital records, their perspectives and voices will become a part of permanent legacy of the project.

Responsibilities

1. Plan, manage and implement the examination and recording of selected groups of textiles, working with the Textile Conservator and members of textile communities, using methods and materials recognised as contemporary museum practice and to the highest standard within agreed procedures and schedules. This work may be carried out remotely, via video conferencing or in person.

2. Build on existing and new links with originating communities to develop a relationship of shared ownership of knowledge.

3. Responsible for digital images of textiles and clothing in the project. This will include photography, the use of images on the web and other digital media, publications and their storage on the new digital asset management system.

4. Enhance database records by adding information supplied by researchers, source communities and makers whilst adhering to in-house standards and guidelines including terminology control and database security.

5. Progress through the textiles and clothing collections alongside their catalogue database entries to improve object descriptions, locations and measurements through examination

of the artefact itself as well as transcribing historical information and ensuring that physical tagging is up to standard.

6.   The post holder will work with the Textile Conservator to set up and manage teams of volunteers sewing labels on material and making mounts for shoes and hats.

7.   The post holder will be expected to have detailed knowledge of the documentation systems and methods which meet national and in-house standards. They will deliver training of the above to staff where required. The postholder is part of the documentation group and is expected to suggest changes and improvements to the operational procedures and policies of the department to reflect the needs of textile and clothing collections.

8.   Contribute to research relating to the textile and clothing collections.

9.   Write text, captions, blog entries and social media content relating to the project.

10.   Undertake any other duties that can be reasonably required within the nature of the duties this job description, and are commensurate with the grade attached to it.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

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 (OHS), 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
- Driving on University business
- Regular manual handling
- Work with any substance which has any of the following pictograms on their MSDS:

Essential selection criteria

1.   Educated to degree level with demonstrable experience of working in a museum with textiles in a curatorial or collections management capacity.

2.	Detailed knowledge and experience of digital documentation systems within a museum environment including methods which meet national and in-house standards.

3.	An understanding of ethical issues associated with ethnographic museum collections.

4.	Experience of working collaboratively with originating communities.

5.	Experience of safe handling, packing and movement of textiles and clothing and familiarity with the principles of museum security, museum storage of objects, museum preventive conservation.

6.	Excellent communication skills

7.	Evidence of excellent organisational skills and the capacity to work to deadlines and maintain accuracy and attention to detail.

8.	 Experience of photographing textiles and artefacts as well as managing digital images.

9.	Experience of social media and blogs.

Desirable selection criteria

1.	Knowledge of global textile production techniques and processes, including materials

2.	Familiarity with M+, Apple Mac computers and Photoshop skills.

3.	Experience of devising descriptive texts, artefact labels and other written content.

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.

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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.

The Ashmolean and Pitt Rivers Museums

The Ashmolean and Pitt Rivers Museums hold some of the world's most important textile collections. We have a once-in-a-lifetime opportunity to open these to global audiences by bringing them together in a shared facility, creating a new Textile Study Centre at the University of Oxford and accessible digital resources. The facility will enable us to better conserve, describe, and enable access to the Pitt Rivers Museum's 8,000 and the Ashmolean Museum's 4,500 textiles.

The Pitt Rivers Museum cares for one of the greatest global textile collections, outstanding for its diversity, aesthetic value, and technical interest, including 2,000-year old weavings from South America; early Maori Cloaks showing first introductions of European materials; arctic intestine garments; and a vast range of accessories. Currently, only 75 items are fully accessible; over 8,000 are in storage, in need of conservation and cataloguing. The Ashmolean is home to 4,500 textiles, including Pharoanic linen weaving from c.2800 BC, block-printed Indian medieval trade textiles, over 1,000 early Islamic embroideries, and seventeenth-century English embroideries. The Museum's textile collections are accessible in the Textiles Gallery but otherwise in storage.

The Ashmolean and Pitt Rivers Museums' Collection Departments interact with all museum departments and play a critical role in developing, supporting and delivering the museums' key aims and objectives, as laid out in the relevant Strategic Plans. As such, the departments aim not only to care for collections but to facilitate access and engagement and conduct world class research and teaching in order to improve understanding of the collections at every level. The departments do this through investigative, interventive, preventive conservation and heritage science programmes to ensure preservation to the highest standard, in accordance with contemporary conservation science, ethics and practice.

For more information please visit: http://www.ashmolean.org/ and https://www.prm.ox.ac.uk/

Gardens, Libraries and Museums

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: http://www.admin.ox.ac.uk/glam/

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

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

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

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** 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 www.admin.ox.ac.uk/personnel/staffinfo/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 and www.sport.ox.ac.uk/oxford-university-sports-facilities.

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 www.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 www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 My Family Care, 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

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 www.admin.ox.ac.uk/childcare/.

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 www.admin.ox.ac.uk/eop/disab/staff.

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 www.admin.ox.ac.uk/eop/inpractice/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.