

Job description and selection criteria

Job title	Project Manager, Digitisation of the Classical Coins of the Ashmolean Museum (DigiClass) Project, Heberden Coin Room
Division	Gardens, Libraries and Museums (GLAM)
Department	Ashmolean Museum
Location	Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH
Grade and Salary	Grade 8: £47,085-£55,895 per annum
Hours	Full time (37.5 hours)
Contract type	Fixed-term for three years funded by external donation
Reporting to	Volker Heuchert, Deputy Keeper of the Heberden Coin Room
Vacancy reference	174961
Additional information	<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>
Closing date	12.00 midday BST Friday 27 September 2024



Job description

Overview of the role

The Heberden Coin Room's Digitisation of the Classical Coins (DigiClass) Project aims to fully photograph, describe and make available online the Greek, Roman Provincial, Roman Republican and Roman Imperial coins of the Ashmolean Museum. The project is privately funded and expected to last six years in total for the Roman Republican and Imperial coins and three for the Greek and Roman Provincial coins.

The role of the Project Manager is to oversee the digitisation of the Ashmolean Museum's c. 160,000 Ancient Greek and Roman coins for three years. He/she will line-manage two digital curators for Greek coins and two digital Roman curators, act as a first port of call for any questions arising from the project as well as ensuring the security of the collection. As and when the other duties permit, the Project Manager is expected to take part in the digitisation effort and play an active role in any upgrades of the Heberden Coin Room's Capture system and/or WebApp. Whilst reporting to the Deputy Keeper of the Heberden Coin Room, he/she will work closely with the curators of Greek and Roman coins, the Coin Room's digitisation officer and collections manager.

Responsibilities

- Line-manage four digital curators. Plan, organise and optimise the workflow. Supervise the digital curators' access to the collection and devise quality control mechanism
- Ensure that entries are in line with museum, national (Spectrum) and international (nomisma.org.) standards and contribute to their development
- If required, oversee volunteers
- Support the curator of Greek and Roman provincial coins and the curator of Roman Imperial coins in the re-organizing of their collections
- Advise on and test new systems for smart photography and cataloguing
- Liaise closely with the Coin Room's Greek and Roman curators, its digitisation officer and collections manager
- When needed, contribute personally to the digitisation effort
- Be the key contributor to the regular reports for the private benefactor funding the project and contribute to the annual report of the Directorate of Collections
- Participate in regular museum, departmental and project meetings
- 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

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

Selection criteria

Essential selection criteria

1. University-level qualification in Numismatics, Ancient History, Classical Archaeology or Museum Studies
2. Experience in working with museum, ideally numismatic, objects including knowledge of best practice regarding collections storage, care and security
3. Experience in mass digitisation of museum objects including knowledge of the relevant national (Spectrum) and international standards (nomisma.org)
4. Experience in supervising volunteers
5. Experience in leading a team whilst co-operating closely with other stakeholders within the institution
6. Excellent general IT skills (particularly Microsoft 365, including Word, Excel, Outlook and Teams), image processing software (such as Photoshop) and experience in using a collections management system
7. Ability to read Ancient Greek or Latin coin inscriptions
8. Pragmatic, adaptable and flexible attitude and willingness to undertake relevant training
9. Ability to communicate effectively in both written and spoken English
10. Absolute integrity required for working unsupervised with the collection

Desirable selection criteria

1. Doctorate in Ancient Greek or Roman numismatics
2. Ability to use SQL
3. Experience in maintaining good donor relations
4. Experience in using the Heberden Coin Room's WebApp, its Capture system or the Ashmolean Museum's collections management system
5. Ability to read numismatic reference works in languages other than English

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>

Additional security pre-employment checks

- A satisfactory basic Disclosure and Barring Service check due to working unsupervised with valuable objects.

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.

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

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/>

The Heberden Coin Room

The Heberden Coin Room is a department of the Ashmolean Museum, in the University of Oxford. The Coin Room aims to hold collections of coins of all periods and all countries, and also collections of medals, tokens, and paper money. It is one of the leading international coin cabinets, with particular strengths in the fields of Greek, Roman, Celtic, Byzantine, Medieval, Islamic, Indian, and Chinese coinages. It organizes permanent and temporary exhibitions and contributes to the Museum's Education programmes. The Museum currently includes a popular and accessible Money Gallery, numismatic displays in twenty-five other galleries, and an elegant Coin Study Room for academics, students, and members of the public. The Department contributes enthusiastically to a wide variety of access initiatives. In addition to its

curatorial role, the Coin Room is a leading international centre for teaching and research in numismatics and monetary history. Curators currently supervise research degrees and teach courses for those undertaking masters degrees under Classics, Byzantine Studies, Oriental Studies, History, and Archaeology, and the undergraduate degree in Classical Archaeology and Ancient History. They also support the teaching of numismatics in other universities, and run a Visiting Scholar Programme.

The Ancient coin collection

The Ashmolean's Greek and Roman coin collections are considered some of the most important in the world. The collections have their origins in the 17th century but owe their status to the more recent incorporation of important collections belonging to the Colleges and to a few key scholar-collectors, most notably J.G. Milne, Sir Arthur Evans, J.M.F. May, and Sir Edward (Stanley) Robinson. The collection is used worldwide for many research projects.

Greek and Roman Provincial Coins

The Greek coin collection contains approximately 25,000 coins and covers all areas of the Greek world, from Spain through to ancient Persia, with Italy and Sicily being particularly well represented. The following parts of the collection have been published as *Sylloge Nummorum Graecorum*, vol. 5, *Ashmolean Museum, Oxford*: J.G. Milne, *Part I, Evans Collection. Italy*, 1951, C.M. Kraay, *Part I (A), Italy, Etruria-Lucania (Thurium)*, 1962, id., *Part II, Italy, Lucania (Thurium) - Bruttium, Sicily, Carthage*, 1969, D. Nash, *Part III, Macedonia*, 1976, C.M. Kraay, *Part IV, Paeonia-Thessaly*, 1981, S. Ireland and R. Ashton, *Part IX, Bosporus - Aeolis*, 2007, S. Ireland and R. Ashton, *Part XI, Caria to Commagene (except Cyprus)*, 2013 and P. Kinns, S. Ireland and V. Heuchert, *Part X, Ionia*, (2024).

The Heberden Coin Room also contains c. 20,000 coins that were locally produced under the Roman Empire, which are known as Roman Provincial or Greek Imperial coins. A particular strength of this part of the collection lies in coins from Roman Egypt. Many of the provincial coins have been published alongside those from other collections through the Roman Provincial Coinage (RPC) series, for which the Ashmolean represents a 'core collection', has staff contributing to the project and hosts Roman Provincial Coinage Online (<http://rpc.ashmus.ox.ac.uk/>).

Most of the c. 45,000 coins in the main collection have been photographed and will be added to the Coin Room's WebApp (<http://hcr.ashmus.ox.ac.uk/>) by the end of 2024. Most records, however, required the adding of associated information. Besides, there are an estimated 5,000 coins in the reserve collection. Those and their tickets need photographing, image-processing, and uploading before additional information can be added.

Roman Coins

The Roman Collection of the Ashmolean Museum is one of the most important in the world with approximately 110,000 coins in the main and reserve collections (hoards, site finds, etc.). The collection is very rich for all periods, from the early Roman Republic to the fall of the Roman Empire. Of particular strength is the exceptional coverage for the third and the fourth centuries AD. The collection contains more than 700 gold coins, most of them of astonishing quality.

To date, c. 12,000 coins have been fully digitised (i.e. full data and photographs added to the online database). A further 40,000 coins from the main collection have been photographed and added to the online database but still need associated information adding. The remaining 40,000 coins from the main collection and all the 30,000 coins from the reserve collection require photographing (including the coin tickets), image-processing, and uploading to the online database before the associated information can be added.

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).

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.

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.

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).

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@glam.ox.ac.uk

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 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.

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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 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.