

Job description and selection criteria

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| Job title | Schools Creative Producer (2 Posts-Job Share) |
| Division | Gardens, Libraries and Museums (GLAM) |
| Department | Ashmolean Museum |
| Location | St Giles Office, Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH Based in the office during term times, including occasional 3-4 weekends days per year, with the possibility to work from Home 1-2 days per week during state school holidays. |
| Grade and salary | Grade 6: £34,982 - £36,616 per annum, pro-rata* |
| Hours | Part-time (21 hours per week/0.56%FTE) 9.30 am start, 3 consecutive days per week: Monday-Wednesday or Wednesday-Friday |
| Contract type | Permanent |
| Reporting to | Head of Schools and University Engagement |
| Vacancy reference | 177465 |
| Additional information | <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 6 salary scale.</p> <p>This job includes duties that will require a satisfactory enhanced Disclosure and Barring Service (DBS) check.</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. Please see the 'How to Apply' section for further details.</p> <p>This role involves daily manual handling activities.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p> |
| Closing date | 12:00 midday GMT Friday 24 January 2025 |

Job description

Overview of the role

The Ashmolean Schools and University Engagement Team is recruiting a Schools Creative Producer job share to develop, coordinate and deliver object-based teaching and learning programmes for primary, secondary and SEND school groups, FE students, work experience placements, HE teacher training students and HE interns. This is a hands-on role and so you will have experience of whole class teaching in museums and UK schools. You will have outstanding interpersonal, verbal, presentation and written communication skills. You will be positive, dynamic and driven, able to work independently and as part of a team. You will have the ability to manage your workload and time efficiently, prioritising tasks, multi-tasking and remaining calm under pressure.

This is a permanent post working 21 hours per week (0.56 FTE) over three, 7-hour consecutive days (Monday-Wednesday or Wednesday-Friday) on site at the Ashmolean Museum. Start time is 9.30.

Responsibilities

1. To coordinate and deliver in-person and online object-based teaching and learning programmes for primary, secondary and SEND school groups, work experience students and teacher training students. Developing new in-person and online taught sessions collaboratively, in consultation with Collections, the wider research community, community partners and artists.
2. Support the Head of Schools and University Engagement to develop and deliver the Ashmolean Formal Learning Strategy in response to evidence-based analysis of audience engagement and income. Track, analyse and evaluate qualitative, quantitative and financial success measures for primary, secondary and FE audiences.
3. To develop and deliver opportunities and resources for teacher training and development including supporting the work of teacher training courses.
4. To develop and maintain contacts and networks with schools, FE colleges and the University Outreach collegiate and departmental teams. Build relationships with exam boards, textbook publishers, curriculum development organisations and university education departments to develop curriculum expertise.
5. Working with the Director of Audiences and content and Head of Schools and University Engagement to support a Research culture within the Audiences and Content Directorate and to develop and share expertise and research in the field of pedagogy and museology, focussing on current best practice, government policies and strategy on the curriculum and education and teacher training. To write-up projects and share through papers, blogs and presentations, contributing to training events and conferences, where appropriate.
6. To implement and manage the evaluation of school programmes using the Ashmolean's evaluation framework.
7. Review, refresh and consolidate digital and physical learning resources. Manage the Handling Collection Inventory, acquiring new handling objects as required. Ensure all digital and physical learning resources continue to meet evolving customer needs and the strategic aims of the Museum.

8. To line manage the variable hours Session Leader team, currently 7 people, coordinate and lead session leader meetings and support and guide the Learning Assistant with session leader allocations
9. To report to Head of Schools and University Engagement and, when relevant to others in the Audiences and Content Directorate, including KPIs and data on all schools' work.
10. Collaborate with GLAM Marketing Team and utilise networks, publications and social media to promote and market the Schools Programme to target audiences.
11. To contribute to Ashmolean-wide initiatives, including ADP, pedagogy and Futureplan.
12. To work on funding applications.
13. To train and use Artifax and Oracle to make bookings, collect data and make transactions and purchases.
14. To act as a role model for the team, initiating new practices and ways of thinking.
15. To carry out daily manual handling activities including moving resources and objects including tables and chairs.

Other duties

- Undertake any necessary training identified.
- Comply with health and safety regulations, including writing risk assessments and safeguarding policies and procedures.
- Comply with the policies and procedures set out in the Handbook for University 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.

Schools, University and Academic Engagement Team

The Schools Team is a busy and creative team which is responsible for the development and delivery of schools and academic engagement programmes, in the Museum and online, and is part of the Ashmolean's Audiences and Content Directorate.

For more information please visit: www.ashmolean.org/learn

Audiences & Content Directorate

The Audiences & Content Directorate creates and promotes audience-focused inclusive experiences onsite and online to support visitors' enjoyment, engagement and learning.

Working with colleagues across the museum and beyond, we craft narratives and facilitate experiences that enable rich and deep connections between collections, research and our audiences. Our expertise ranges from public and academic engagement, object-based learning, customer care, audience insights, innovative storytelling techniques and digital communications.

Our strategic priorities are:

PEOPLE: Support, inspire and develop our teams

FOSTER INCLUSION: promote equity and value diversity in all that we do

FINANCIAL SUSTAINABILITY: ensure we have the resource to deliver our work

ENVIRONMENTAL SUSTAINABILITY: succeed in achieving net zero carbon by 2035

FUTUREPLAN: ensure we have a building fit for purpose and our future

Selection criteria

Essential

1. Experience of planning and delivering high-quality learning heritage programmes and resources for classes and large groups in museums, demonstrating an understanding of learning from objects and academic research, with knowledge relevant to The Ashmolean's collections.
2. Educated to degree level or equivalent, with a PGCE or equivalent teacher training qualification or equivalent experience of whole class teaching in museums and UK schools.
3. Excellent interpersonal, verbal, presentation, online and written skills, with proven ability to communicate positively, confidently and effectively with a variety of audiences, stakeholders and colleagues.
4. Excellent time management, organisational and planning skills, with demonstrated ability to multi-task, work at pace and under pressure to respond to change and meet deadlines.
5. Self-motivated and driven, with a sense of humour
6. Demonstrated experience of working both independently and as part of a team.
7. Experience of supervision, line management of staff, freelancers or volunteers.
8. Experience of planning, delivering, monitoring, reporting and evaluating programmes.
9. Excellent IT skills, experience of using Windows, Word, Excel, databases and email, with experience of online working and teaching.

Desirable selection criteria

1. Knowledge and experience of safeguarding, health and safety and access issues and responsibilities.
2. Experience of graphic design programmes.

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

- A satisfactory enhanced Disclosure and Barring Service (DBS) check

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.

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/>

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.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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

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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>