

## Job description and selection criteria

<b>Job title</b>	Public Programmes Creative Producer
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Ashmolean Museum
<b>Location</b>	Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH Based in the Museum for 4 days per week, with the option to work from home one day per week.
<b>Grade and salary</b>	Grade 6: £34,982 - £36,616 per annum, pro-rata*
<b>Hours</b>	Full-Time (37.5 hours)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Informal Learning and Public Programmes
<b>Vacancy reference</b>	177660
<b>Additional information</b>	<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>You are required to submit a <b>CV (up to two sides) and a supporting statement</b> with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). Please contact the recruitment team if you require the job description in an alternative format.</p> <p>This role involves regular weekend working, and delivery during school holidays.</p> <p>This role involves some lifting and carrying. All necessary health and safety training will be provided.</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 Monday 17 February 2025

## **Job description**

### **Overview of the role**

You will produce inspiring, creative programming as per the Ashmolean Audience Development plan and set ambitious commercial and other quantitative and qualitative targets, plan, commission or deliver, monitor and assess all aspects of these activities.

### **Responsibilities**

1. Develop, coordinate, deliver and evaluate an audience-focused, exciting and creative public programme for Children First audiences and other audiences, across all ages, as identified in the Ashmolean's Strategic Plan and Audience Development Plan, which will be confirmed in the coming months. This will include regular weekend and holiday provision and large festivals.
2. Set and meet ambitious commercial targets from public programmes through regular high quality programming.
3. Support local families from lower socioeconomic background, as per our Audience Development Plan, to access and enjoy the collections of the Museum.
4. Develop and maintain strategic partnerships with relevant organisations working with families within Oxford and the wider region.
5. Collaborate with colleagues to implementing the Audience Development Plan across the Museum, advising on your knowledge of public programming.
6. Collaborate with colleagues to create digital resources and content for specific audiences, that increase the museum's reach and revenue.
7. Support the Director of Audiences & Content and the Head of Public Programmes in a research and audience informed approach to informal cultural learning, pedagogy and museology.
8. Represent the Public Programmes team within the Museum, the wider University of Oxford and the sector.
9. Be prepared to step in and support wider initiatives within the Audiences & Directorate.

### **Other duties**

- Working on Bank Holidays and school holiday and some out of regular museum hours events
- Participate in a regular Performance Development Review
- Undertake any necessary training identified
- Comply with health and safety regulations
- Comply with the policies and procedures set out in the Handbook for 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.

## **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.

We are being audience focussed, by investing in audience insights and evaluation to inform decision making and to ensure we are meeting audience needs.

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

## **Informal Learning and Public Programmes**

The Informal Learning and Public Programmes Team, a fast-paced and creative team within the Audience and Content Directorate, is responsible for the development and delivery of programmes in line with the Museum's strategic priorities and Audience Development Plan (ADP).

### **Vision**

To design and deliver a creative, imaginative, high quality, high-profile, well supported, collections-inspired programme that encourages new audiences, welcomes regular visitors and generates significant surplus from commercial events.

### **Philosophy and Practice**

We are:

- Audience focussed.
- Entrepreneurial.
- Commercially minded.
- Innovative and experimental.
- Collaborative and Inclusive.
- Accessible and welcoming.
- Informed by research.

## **Strategic Focus**

There are two public programme strands: Commercial and Subsidised/Free.

Commercial Programme is designed and priced to generate income and surplus after event and core staff costs are deducted.

Subsidised Programme is free for participants - or offered at a reduced price. These programmes are supported by either core Ashmolean budget or external project-specific funding. Core Ashmolean budget supports targeted work with audiences specified in the ADP.

## **Selection criteria**

### **Essential selection criteria**

1. Demonstrable experience of planning, organising, commissioning and delivering online and onsite high-quality events and resources for a variety of audiences, including families.
2. Understanding of return on investment from a public programme and demonstrable experience of meeting ambitious commercial targets for mission-driven programming
3. Experience of devising and running robust evaluation
4. An interest or some experience of work-based research in the fields of pedagogy, museology and cultural learning.
5. An open and collaborative mindset, backed by demonstrable experience of partnership working
6. Understanding of current discussions in the sector and knowledge of family learning and excellence in family programme.
7. Experience of training and managing volunteers, freelancers, creatives and other external contributors.
8. Excellent oral, written and IT skills across a variety of platforms.

### **Desirable selection criteria**

1. Experience of producing large scale festivals in a heritage or cultural setting.
2. Experience of creating risk assessments for family, vulnerable adults or young people's activities.
3. Experience of writing funding bids and reports.

## 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 working with children and 'at risk' adults that will require additional security pre-employment checks:

- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children and regulated activity involving 'at risk' adults.

## 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 over 900,000 visitors a year 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 (up to two sides) 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](mailto:recruitment@glam.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, 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](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 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](http://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>