

<b>Job title</b>	Exhibitions Officer
<b>Division</b>	GLAM
<b>Department</b>	Oxford University Museum of Natural History
<b>Location</b>	Oxford University Museum of Natural History
<b>Grade and salary</b>	Grade 6 £27,629 - £32,958
<b>Hours</b>	Full time (Part time applications 0.8 FTE will be considered)
<b>Contract type</b>	Maternity cover post
<b>Reporting to</b>	Janet Stott, Deputy Director and Head of Public Engagement
<b>Vacancy reference</b>	140572
<b>Additional information</b>	

## The role

The Exhibitions Officer will work within the Exhibitions and Interpretation team on both permanent and temporary exhibitions and public programming.

The Museum of Natural History is in the early stages of a full redisplay of its permanent exhibits and will be creating a display masterplan during 2019. The Exhibitions Officer will be involved in working with the Public Engagement Manager to develop the Museum's Masterplan for redisplay of the main gallery.

The Museum of Natural History has programmed a series of 'Contemporary Science and Society' (CSS) temporary exhibitions, which aims to connect the research power of academic departments within the University of Oxford with the museum's large public audiences.

Each multidisciplinary exhibition is based around a theme relating to the science of the natural environment that aims to draw together different strands of research from across the academic divisions, preferably in an area that has societal relevance or controversy, and aims to make complex concepts and datasets accessible to Museum visitors in a balanced but authoritative way.

The exhibitions officer will be responsible for project managing identified exhibitions in this series, working with the Public Engagement Manager and the Deputy Director. Each exhibition will have a full programme of activities aimed at different audiences. The exhibitions officer will be responsible for co-ordinating the programme, working in partnership with other members of the public engagement team, as well as public engagement officers and researchers embedded in University departments.

## Responsibilities

1. To work with the Public Engagement Manager to develop the Museum's 'Masterplan' for the permanent displays
  - Co-ordinate audience evaluation and research to inform Masterplanning
  - Source and liaise with external designers, masterplanners, writers and case fabricators
  - To provide information and content for external funding applications
  - Work across Collections, Operations, Research and Public Engagement teams in redisplay project
  
2. To project manage exhibitions in the CSS series including;
  - Organise meetings of exhibition oversight group and exhibition working groups
  - Under direction from the exhibition oversight group agree the aims, outcomes, and schedule for delivery of the exhibitions
  - Liaising and sourcing designers, science writers and suppliers, including obtaining quotes and involvement with contracts and fees
  - Develop, update and circulate specimen lists, liaising with collections staff and external organisations as required
  - Assist with the editing and proof-reading of texts, including text panels, label copy, press releases.
  - Responsible for the research, sourcing and purchasing of specimen and contextual images
  - Liaise with Operations team and external contractors to install and de-install exhibitions
  - Assist with the coordination of marketing and communications for exhibitions in partnership with other team members, both internal and external
  - Coordinate focus groups to refine text and questions
  - Responsible for evaluating exhibitions, working with external evaluators and developing robust internal evaluation processes
  - Writing reports on exhibitions; both external for funders, and internal to ensure that institutional memories are captured so that lessons are learned from each exhibition.
  
3. To co-ordinate exhibition programming:
  - Work with PE team, Operations team and Divisional PE officers and researchers to develop and deliver programming activity for a range of target audiences.

## **Selection criteria**

### **Essential**

- Degree or equivalent experience
- Track record of developing and delivering exhibitions and displays on time and on budget
- Experience of working in partnerships
- Effective communicator, both spoken and written, with strong diplomatic skills
- Ability to work under pressure and to deadlines
- Ability to work on own initiative, with self-motivation, energy and versatility as well as part of a team

### **Desirable**

- Experience of developing natural history or science exhibitions
- Experience of developing and delivering exhibition programming and event activity
- Excellent knowledge and skills in using design and project planning software
- Experience of running targeted marketing campaigns
- Experience of working with University research departments
- Experience of audience development projects, including working with under-represented audiences

## **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](http://www.ox.ac.uk/about/organisation)**

### **Gardens, Libraries and Museums**

The Gardens, Libraries and Museums (GLAM), a group of six departments led by the Pro-Vice-Chancellor (GLAM), comprises the University's major collections: the Bodleian Libraries, the four museums – Ashmolean, History of Science, Natural History, and Pitt Rivers – and the Botanic Garden & Harcourt Arboretum. Both individually and collectively, the collections are integral to the delivery of the University's strategic aims of teaching, research and widening participation. Whilst each collection maintains a distinct individual identity, GLAM also works collectively where practicable to ensure sustainability and consistency of standards.

For more information please visit: <http://www.admin.ox.ac.uk/glam/>

## Oxford University Museum of Natural History

Oxford University Museum of Natural History was opened in 1860 and houses the University's extensive scientific holdings of natural history, which are used for research, teaching, and public engagement in science. The holdings are organised into three collection areas: Earth, Life and Archives & Library. The Museum is 'Designated' by Arts Council England as having pre-eminent collections of national and international importance, and these comprise around 7 million specimens that are second in importance only to the national collections. The building, which is Grade 1 listed, is regarded as one of the finest examples of Victorian architecture in Britain, with its glass roof supported by iron pillars, and internal decoration that has a strong association with the Pre-Raphaelite movement.

### The Public Engagement Team

The museum welcomes over 780,000 visitors annually, making it the most popular non-national science museum in the UK and the second most visited university museum in the world (behind the Ashmolean). The Public Engagement team have a national reputation for excellence and innovation, and offer a wide range of programming to a diverse audience base from under 5s through to older learners. The Public Engagement team works closely with the Collections, Research and Operations teams to deliver the museum's ambitious strategic plan.

### Contemporary Science and Society temporary exhibition series

The museum programmes a series of contemporary science and society exhibitions. This series aims to connect the research power of academic departments with the University of Oxford with the very large audiences visiting the museum. This connection between research and the public is enabled by the third distinctive ingredient – the multiple award-winning public engagement team of the museum, in partnership with public engagement officers embedded within the departments. Together, these three components provide the University of Oxford with a unique combination of capabilities and opportunities for public engagement in research.

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For more information please visit: [www.oumnh.ox.ac.uk](http://www.oumnh.ox.ac.uk)

### 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/](http://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. (*Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1.4 of QRG [REC01 Creating a Vacancy \(Recruitment and Personnel\)](#) for guidance on selecting the appropriate application form*).

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 departments.*

*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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://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](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## Important information for candidates

### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. 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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisejdeira/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisejdeira/revaim/).

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisejdeira/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisejdeira/revproc/)

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

### 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

### Training and Development

A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working\\_at\\_oxford/training\\_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

### For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

### Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

### Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

### The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

### Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

### University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

### BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

### All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).