



Museum of Natural History

Head of Collections

Oxford University Museum of Natural History, Parks Road, Oxford OX1 3PW

Grade 9, £47,263 - £54,765 with discretionary increments to £59,765

Full time - Part time applications will be considered

Permanent

Oxford University Museum of Natural History is seeking to appoint a Head of Collections with responsibility for strategic leadership across the zoology, palaeontology, mineralogy, petrology and archival collections. The postholder will also have a major role in the strategic leadership of the museum as a whole and will be a member of the senior leadership team.

The museum has collections of 7 million specimens with particular strengths in entomology, vertebrate palaeontology and archival collections, and is one of the largest natural sciences collections in the UK. The new Head of Collections will be responsible for all aspects of collections management, staffing and funding and she/he will take the lead in the strategic development of the collections, including storage, digitisation, search and discovery, and research facilitation. The postholder will work closely with the Head of Public Engagement to utilise the collections in the development of public engagement programmes and learning initiatives, including pre-school, primary and secondary schools, out-of-school-hours activities, university teaching and adult learning. The museum is also planning a major redisplay of the public areas and the postholder will make a significant contribution to this project.

As part of the senior leadership team the postholder will also provide leadership for the implementation of an ambitious new strategic plan and the continuing strategic development of the institution.

The Museum of Natural History is part of the Gardens, Libraries and Museums division of the University of Oxford and there are a number of major GLAM capital initiatives in which the postholder would take an active role. One of these is a project to create two new, shared collections stores with integrated research and object-based teaching facilities, which is currently at the design stage.

The Head of Collections will represent the Museum both internally within the University of Oxford and externally within the broader museum and cultural community to ensure that it is well networked and able to undertake effective horizon scanning. The Museum of Natural History is one of the world's major university science museums, and the

Head of Collections will have responsibility for the continued development of its national and international networks and partnerships, and also ensure that it fulfils its leadership obligations within the sector as a leading regional and national institution.

A good honours degree is required with knowledge of collections and a specialist knowledge of appropriate curatorial techniques, including the management of digital documentation systems and digital image capture and processing. The successful candidate must have previous experience demonstrating leadership and the ability to develop and deliver large multi-component projects and strategic planning components for an institution

Working with the University of Oxford's Development Office, the postholder will take a proactive role in generating income for the museum through research grants, trusts, foundations, and the cultivation of individual and corporate philanthropy.

Applications for a part-time role with a minimum 0.6FTE will be accepted

Further information and the application portal can be found on the Oxford University online recruitment site www.recruit.ox.ac.uk

If you have any questions about the post please contact the Director, Professor Paul Smith (paul.smith@oum.ox.ac.uk)

Closing date for applications: 12.00 (noon), 19 November 2018

Interviews will be held on Friday 30 November 2018