



CHRIST CHURCH
UNIVERSITY OF OXFORD

JOB DESCRIPTION

Job title	Curational Assistant
Location	Christ Church
Department	Picture Gallery
Salary	University Scale Grade 4 (currently £25,138 – £28,759 with a discretionary range up to £31,396)
Hours	37.5 hours per week
Contract type	Fixed-term for 3-years, full-time
Responsible to	Curator of the Picture Gallery
Application deadline	Noon Monday 26 th February 2024
Vacancy reference	HT24_13
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period.

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant, and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

The Picture Gallery

Christ Church was, until recently, the only of the Oxford and Cambridge Colleges with a designated art gallery and still holds one of the most important private Old Master collections in the country. One of the Fellows of Christ Church acts as Curator; with the curatorial and academic affairs and the day-to-day running of the gallery in the hands of a full-time Curator of the Picture Gallery.

The College is now offering a three year, fixed-term post of Curatorial Assistant to the Curator of the Gallery. It is designed as a post for someone in the early stages of a career in museums and invites applications from suitably experienced candidates. The role offers attractive on-the-job training with insights in all aspects of museum work.

Role of the Curatorial Assistant

Christ Church Picture Gallery is a significant art gallery (with around 6,500 objects, mainly Old Master paintings, drawings, and prints) within one of Oxford's largest colleges. It is open



to the public and is an important resource for academic research. The small number of staff fulfils a wide range of duties within the gallery.

This fixed-term post has been designed as an early career development post, intended specifically to provide a time-limited period of training and development, balancing clerical, practical and research work. The Curatorial Assistant will work closely with the Curator of the Picture Gallery and assist her in the day-to-day running of this prestigious gallery. Please note that this is a highly practical role and is an introduction to the administration and managerial side of museum work. It is not a dedicated research post. Due to the nature of this post the contract will not be extended beyond the 3-year fixed term.

The post is based in the Picture Gallery within Christ Church and the nature of the role makes the physical presence of the Curatorial Assistant in the office/gallery necessary and cannot be fulfilled by working remotely.

Main duties and responsibilities will include:

- Providing general administrative assistance to the Curator of the Picture Gallery in the day-to-day running of the Gallery, including filing, correspondence, diary management, timetable planning, bookings, scheduling of practical arrangements and meetings.
- Assisting the Curator of the Picture Gallery in assembling research materials and information. A high standard of research, fact and information gathering as well as presenting the findings in a clear and comprehensive manner, is required.
- Inserting collection and catalogue information in the collections database (MuseumPlus), maintaining the database and taking an overall interest in the digitisation of the collection.
- Managing photography and copyright matters. This includes processing photography orders and reproduction requests; invoicing and despatching photographs; organising new photography; negotiating copyright fees and maintaining the photographic archive.
- Assisting with the installation of permanent displays and special exhibitions in the Gallery, with a hands-on approach that also includes manual handling and some physical lifting.
- In conjunction with the Curator to decide on and implement changes/information on the gallery website and help with the overall promotion of the Picture Gallery, its collection and aims.
- Assisting with the Gallery's educational activities and with the preparations for special functions. This will occasionally involve evening/weekend attendance at the gallery.



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- Liaising and dealing with other departments at Christ Church in matters relating to the Gallery, e.g. with the Treasury, the Clerk of Works Department.
- Dealing with an extensive and varied range of external individuals and organisations, both in the UK and overseas by telephone and written correspondence.
- Supervising the Gallery's invigilation staff in the absence of the Curator of the Picture Gallery and the Head Invigilator; very occasionally this might also include gallery invigilation.
- Occasionally, the Curatorial Assistant, when instructed by the Curator of the Picture Gallery, will be required to act as Print Room Supervisor, this will require some heavy lifting.
- Act as liaison when the Curator is not present or available.
- Help to implement all gallery safety and security procedures and be involved in the emergency planning and procedures and being part of the emergency response team, with call-out duties.
- Fulfilling any other duties in connection with the administration of the Picture Gallery, as they arise and as deemed appropriate by the Curator of the Picture Gallery.
- Facilitate good communication across the department and help to encourage teamwork and integration.
- To promote the department externally, in a manner that brings greater awareness of its purpose and achievements.

The above is not an exhaustive list of duties. The Curatorial Assistant will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Curator of the Picture Gallery may reasonably expect. Additionally, all employees are expected to work collaboratively to support the overall work of Christ Church. The post-holder will be required to work onsite; this is not a role that can be worked remotely.

- **Person Specification**

- Educated to degree level in a relevant subject (History of Art, History, Museum Studies etc.) and familiarity with art-historical methods and terminology.
- Good experience of working in a museum or heritage environment; additional professional employment experience in a different capacity is also a plus.
- Familiarity with museum administration (e.g. museum accreditation processes, registrar duties, collections management) and copy and reproduction rights issues.



- Excellent written and oral communication skills and strong numerical skills.
- Strong computer literacy and strong IT skills, advanced knowledge of Microsoft Office (including Excel). Experience of cataloguing in a professional museum/archive environment using Excel and/or a purpose-built Collections Management System.
- Good research skills paired with excellent presentation and report writing skills.
- Willingness to learn and flexibility to deal with a wide range of tasks.
- A demonstrable ability to manage and organise own workload with good organisational skills and methodical approach to work as well as the ability to prioritise work and be able to anticipate needs.
- Discretion and sensitivity in dealing with other staff members and with other confidential matters.
- Interest and enthusiasm for the aims and projects of the Picture Gallery and its collection and the ability to understand the position of the gallery within the college and the wider museum world.
- An understanding of management, security and emergency planning and risk assessment in museum environments.
- A positive disposition and a mutually supportive and collaborative team working style.
- Familiarity with a European foreign language relevant to the collection and a broad general knowledge of European history and art.

Terms and Conditions

- Working hours: 37.5 hours per week. The normal working week is Monday to Friday, 9am – 5.30pm. However, you will need to have a flexible approach to working hours, as additional hours during weekends and evenings will be required on occasion for which, when approved in advance, time off in lieu will be given. Furthermore, due to the nature of the role you will be expected to take residency in Oxford, as you will become a part of the emergency call-out team.
- Holidays: five weeks per calendar year pro rata, rising to six after two years of service.
- Probation period: there will be an initial probationary period of six months.
- Salary: will be on the University Scale Grade 4 (currently £25,138 –£28,759 with a discretionary range up to £31,396). The post-holder will be eligible to be auto enrolled into an approved pension scheme (OSPS).
- Other benefits: The post-holder will be entitled to lunches in the Christ Church staff canteen without charge, during periods for which these are available and will be entitled to Oxford University Card Holders Benefits.



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 we will contact the referees you have nominated. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

How to Apply

Candidates should apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchca/ no later than the deadline of **12 noon on Monday 26th February 2024**. Late applications will not be considered. Interviews are expected to be held on either 21st, 22nd or 25th March 2024.

Applications should include:

- Letter of application addressed to the Curator of the Picture Gallery, Jacqueline Thalmann, stating your interest in, and suitability for, the role.
- CV, including the names and contact details of two referees. References will be taken up for the successful candidate.

Documents should be attached as a single PDF. Should you have any queries please email recruitment@chch.ox.ac.uk. Due to the number of applications received we will not be able to offer feedback to non-shortlisted candidates.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. Candidates are also welcome to contact Jacqueline Thalmann, Curator of the Picture Gallery (jacqueline.thalmann@chch.ox.ac.uk), for an informal discussion about this post. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favorably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, gender, or sexual orientation.