



CHRIST CHURCH
UNIVERSITY OF OXFORD

PICTURE GALLERY INVIGILATOR

JOB DESCRIPTION

Job title	Picture Gallery Invigilator
Location	Christ Church
Department	Picture Gallery
Salary	£12.49 per hour (on Sundays £16.65)
Hours	One day per week (Monday or Wednesday) and one weekend (Saturday and Sunday) every four weeks. Working hours are during gallery opening times (weekdays 11am – 5pm & Sun 2pm-5pm)
Contract type	Permanent, part-time
Responsible to	Head Invigilator/Curator of the Picture Gallery
Application deadline	12:00 noon Monday 26th February 2024.
Vacancy reference	HT24_012
Additional information	This post is subject to a six-month probationary period.

Christ Church

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 420 undergraduates and 230 graduates, and around 200 senior members. Our academics teach their students in tutorials, a system which enables undergraduates to work with experienced tutors in small groups. The subjects offered at Christ Church cover the whole spectrum, including Arts, Social Sciences, Medical Sciences and Physical Sciences. Christ Church tutors strongly believe in the joint pursuit of teaching and research. For more information please visit: <https://www.chch.ox.ac.uk/>.

The Picture Gallery

Christ Church Picture Gallery is a world-famous art gallery within Christ Church. It houses one of the most important private collections of Old Master paintings, drawings and prints in the country and consists mainly of Italian art of the 14th-18th centuries. Since 1769 it has been open to the public, which makes it the oldest permanently open art museum in Britain. It has been a cradle of inspiration for the wider community and an academic research resource for local and international scholars since its beginnings.

The role of Picture Gallery Invigilator

The role has two main focusses – to ensure the safety and security of the gallery, its collection, and its visitors and to create a welcoming atmosphere for all our visitors and



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guests on a day-to-day basis. The Invigilators therefore must balance the security needs of this outstanding collection while maintaining professional and friendly customer service and we are looking forward to receiving applications from a wide range of applicants. The successful candidate must understand the role of the Picture Gallery within the college environment, as well as its function as an important art gallery.

Main Duties and Responsibilities

- Day-to-day invigilation of the Gallery during public opening hours and during occasional evening functions to ensure the safety of the works on display.
- Operating the front-desk (admission) and welcoming visitors to the Picture Gallery.
- Communicating with the visiting public.
- Answering the phone and taking messages if the Gallery office is not occupied.
- Monitoring visitor numbers.
- Operating the till in the Gallery shop, reconciling the takings at the end of the day.
- Always ensuring and maintaining the tidy and orderly appearance of the Picture Gallery, this includes some cleaning duties.
- Occasional portering duties, including lifting and moving (sometimes heavy) objects.
- Occasional assisting with the installation of exhibitions.
- To gain an understanding of the collection and each exhibition by reading the related information and be able to answer general queries from the public.
- Serving drinks at functions and events in the Picture Gallery.
- Monitoring the overall security of the Gallery, including environmental conditions and reporting irregularities to the Head Invigilator or the Curator of the Picture Gallery, or in their absence directly to the Clerk of Works.
- Gaining familiarity with security and safety procedures within the Gallery and College setting.
- Familiarity with and implementation of the Health and Safety procedures of the Gallery.
- Familiarity with the Gallery evacuation procedures and being able to implement them in case of an emergency.
- Fulfilling any other duties in connection with the invigilation of the Picture Gallery, as they arise and are deemed appropriate by the Head Invigilator and the Curator of the Picture Gallery.

Person Specification (selection criteria)

Applications will be judged only against the criteria which are set out below, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

The selection criteria are:

- Experience and love of working with people and/or in a customer facing role.
- Excellent written and oral communication skills and strong numerical skills.
- Flexibility to deal with a wide range of tasks and good problem-solving skills.
- Excellent time keeping skills as well as the ability to prioritise task.



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- Interest and enthusiasm for the aims 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.
- No prior art knowledge is required, but a willingness and interest to learn is expected.
- A positive, calm and unflappable approach to a range of situations and challenges.
- Responsible and conscientious attitude.
- Diligent and security-aware, ideally with experience of operating in a historic environment.
- First-aid trained or willingness to undertake training that can be provided.
- A positive disposition and a mutually supportive and collaborative team working style.

Terms and Conditions

- Salary: The basic salary is £12.49 per hour (£16.65 on Sundays).
- Hours of work: Working hours may change from time to time, but the post requires the post-holder to work one day per week (Monday or Wednesday) and one weekend per month during gallery opening hours. We also expect the postholder to work the occasional overtime when needed to cover other invigilators' holidays or illness. Sometimes additional hours during evenings will also be required to work at functions for which an enhanced hourly rate will be paid. Bank holidays are included in the normal working week.
- Holidays: five weeks per calendar year pro rata, rising to six weeks after two years of service.
- Probation period: there will be an initial probationary period of six months.

How to Apply

To apply for this position please provide the documentation listed below, no later than the deadline of **12.00 noon Monday 26th February 2024**. Applications received after this time will not be considered.

Application documents 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.

Applications should be emailed to recruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependents).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in Christ Church.



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Interviews for the position are expected to take place in the second half of March with a possible starting date of mid-April. Interviews will be held in person.

The appointment will be subject to provision of proof of the right to work in the UK.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. Candidates are also welcome to contact Ms Jacqueline Thalmann picturegallery@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.

Important Information for Candidates

Data Privacy

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>.

Equality of Opportunity

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.