

A ASHMOLEAN
MUSEUM
OXFORD



Appointment of Director of Collections

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Introduction

The University

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.

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

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums of the University of Oxford contain some of the world's most significant collections. While they provide important places of scholarly enquiry, for the public, they also represent the front door to the wealth of knowledge and research curated and generated at the University.

GLAM manages some shared services across the gardens, libraries and museums such as IT and Marketing. It acts as a division of the University with the Ashmolean Museum reporting through GLAM Board to University Council.

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



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 c.900,000 visitors a year (pre-Covid), 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, and;
5. To ensure we have a building and infrastructure fit for purpose and our future.

Curatorial Departments and Collections:

The Ashmolean has four major curatorial departments: Antiquities, Eastern Art, Western Art, and the Heberden Coin Room, each led by a 'Keeper'/Head of Department. The Keepers are responsible for collections, activities, and initiatives in their departments, on which they collaborate with other departments across the Museum. The Collection departments also include two cross-museum departments: Conservation and Digital Collections, the latter responsible for digitization of the collection and the collection database.

The collections and archives at the Ashmolean are a global resource comprising over 1 million objects and works of art covering almost the entire span of human history. We aim to make these accessible on site, in two new collections storage and study facilities currently being constructed, and online, and the breadth and quality of the collections make the Museum one of the most valued art and archaeological resources for research and teaching in the UK and more widely. The Museum has 28 research-active curators, most of whom also teach within the University. Doing justice to the Ashmolean's collections is impossible in such short compass, but among our world-leading holdings are the most important collection of Minoan (Cretan) antiquities outside Greece; the most significant Pre-Dynastic Egyptian collections outside Egypt; the earliest collection of Classical sculpture and inscriptions in Britain; exceptional collections of European Migration Period metalwork; one of the world's finest assemblages of Western European drawings; the most select collection in existence of C16th-18th European stringed instruments; the largest and most important collections of both greenware ceramics of the 3rd-11th centuries, and of 20th century Chinese paintings outside China; and one of the top ten coin collections in the world. The Museum also holds important

archival and documentary material, including archives relevant to local archaeology for over a century and a half; the Sir John and Sir Arthur Evans Archives; the Kish (Iraq) excavation archives and the Pissarro Family Archive.

The Ashmolean mounts a vibrant public programme including between 6 and 9 exhibitions and temporary displays a year, including two to three major (paying) loan exhibitions, the majority of which are curated internally.

For more information visit: <https://www.ashmolean.org/>



The role

Overview of the role

The Director of Collections is the most senior curatorial role within the Museum. They will sit on the Museum's senior management group and be responsible for leading curatorial and collections strategy. They will line manage the Keepers of all curatorial departments as well as the Head of Conservation and Head of Digital Collections and will themselves also act as Keeper (supported by a deputy) of the Department in which their expertise sits.

The postholder will provide leadership on collections-related activity within the Museum, helping shape the Museum's wider strategy and ensuring that the Museum meets its strategic objectives around stewardship, public engagement, research, teaching, digitisation and access.

A particular focus in the coming years will be leading the curatorial element of the Museum's ambitious masterplan, working in collaboration with curatorial and 'Audiences and Content' colleagues and external stakeholders to develop compelling audience-focussed displays, presenting narratives, engaging displays and interpretation; reflecting and responding to new thinking, ideas and perspectives.

The Director of Collections will curate an area of the Ashmolean's collection in which they will be research-active. The postholder has a Sabbatical Leave entitlement of one month's sabbatical leave for every six months of service, the timing to be agreed with the Director of the Museum.

The post carries a college fellowship; as a College Governing Body Fellow, the Director of Collections is expected to play an active role in the academic life and governance of the college. They could also act as college advisor to a number of postgraduate students.

Responsibilities/duties

- Play a senior leadership role within the Museum, helping shape the Museum's Strategy;
- Co-ordinating the Collections and Curatorial response to the Museum's masterplan;
- Lead in the delivery of the Collections strategies in line with the Museum's strategic plan, reporting to both the Director and the Board of Visitors of the Museum;
- Lead and manage the Keepers, Head of Conservation and Head of Digital Collections to ensure motivation and coordination of the collections teams within the Museum;
- Responsible for the overall Collections-related budgets while also preparing and managing the budgets of the department in which they act as Keeper;
- Responsible to the Director for the entire collection, meaning actively working with the Keepers and Head of Conservation to plan and organize activities including acquisitions, the preparation of loans in and out of the Ashmolean, decisions about display and storage, conservation of the objects, documentation of the collection, and access to the collection for scholars and students;
- Responsible for ensuring the Museum's programme of digitisation meets its targets;
- Curatorial responsibility of one area of the collection, with scholarly expertise in the area;
- Scholarly research into the collection and wider areas within the discipline, with a requirement to research and write academic papers and other appropriate publications, to present material from the collections and research papers to students and other audiences, including academic conferences, and to make every effort to attract external research funding;
- Representation of the Museum at national and international level, including playing a leading or participating role in academic networks;

- Teaching and supervision by agreement with the University, including examining. The post holds the title of Associate Professor;
- Deputising for the Director as required, and;
- Representation of the department on museum management and faculty committees of the University.



The person

Essential

- Specialisation in one of the key areas of the Ashmolean's collection, with a track record of significant publication;
- International scholarly reputation, ideally including service on committees responsible for managing the candidate's subject area, with appropriate recognition for the candidate's career stage;
- Demonstrably excellent interpersonal skills and able to successfully manage, motivate and lead a team;
- Experience of people management at a senior level, leading multiple teams, project delivery and maintaining oversight of annual operating budgets and project budgets;
- Experience of planning, developing and delivering major exhibitions, internally and jointly with other institutions;
- A commitment to, and understanding of equality, diversity and inclusion;
- Ability to manage time to combine administrative duties with teaching and academic research;
- Capacity to plan and deliver long and short-term projects;
- Ability to work under pressure and in a team;
- Willingness to work flexible hours, including evenings and weekends, especially in term-time;
- Effective written and verbal communication skills, able to adapt approach to various audiences, and;
- Computer literacy relevant to the needs listed above.

Desirable

- Experience of teaching and/or supervision at undergraduate/postgraduate level. (The University is able to provide supplementary training where needed.)



Terms of appointment

Job title	Director of Collections
Division	Gardens, Libraries and Museums (GLAM)
Department	Ashmolean Museum
Location	Ashmolean Museum, Beaumont Street, Oxford
Salary	c.£85k
Hours	Full-time
Contract type	Permanent
Reporting to	Director

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [Benefits | Oxford University Jobs](#).

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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 [Home | The University Club \(ox.ac.uk\)](#) and [Home | Oxford University Sport](#).

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [Home | Oxford University Welcome Service](#).

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [Home | Staff Immigration \(ox.ac.uk\)](#).

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [Work-life balance | HR Support \(ox.ac.uk\)](#).

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see [Home | Childcare Services \(ox.ac.uk\)](#).

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see [Disability | Equality and Diversity Unit \(ox.ac.uk\)](#).

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [Equality and Diversity Unit \(ox.ac.uk\)](#).

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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 [Home | Oxford University Newcomers Club](#).

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Ashmolean Museum, University of Oxford on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **EBGJA**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on Friday 3rd February 2023**.

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>

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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