

**Curator of the Museum of Classical Archaeology (maternity cover) – GE02794
Further Particulars**

The Museum of Classical Archaeology is situated on the first floor of the Faculty of Classics in Sidgwick Avenue, Cambridge. The University established a Museum of Classical Archaeology in 1884 and the Museum has been in its current premises since 1984. The Museum houses a collection of almost 600 casts of Greek (and to a lesser extent Roman) sculpture, about 80% of which is on display, a small collection of original pots and bronzes, and a large collection of sherds of Greek and (to a lesser extent) Roman pottery.

The Museum is part of the Faculty of Classics, which is one of the largest centres of classical studies in the world, employing 33 Professors/Readers/lecturers/language-teaching officers, was the top-rated Classical department in the 2008 RAE. There are about 280 undergraduates reading Classics at any one time and about 80 postgraduates. Five of the University Teaching Officers work specifically in Classical Archaeology and a number of others work in closely related fields. About a dozen graduate students work specifically in Classical Archaeology. The Faculty is actively engaged in fieldwork projects both in Britain and abroad, and the Museum has traditionally helped to finance such projects.

The Museum is staffed by a Director, who is always a University Teaching Officer and for whom this is very much a part-time and short-term position (Directors serve for periods of 3 years (renewable), a Curator, and a Museum attendant, assisted by graduate student invigilators recruited as required.

The Museum also has a half-time Education and Outreach Coordinator funded from the ACE Connecting Collections project.

Further information about the Museum is available at <http://www.classics.cam.ac.uk/museum/>

Summary of Role	<p>a) the management and care of the Museum and its collections and the management of the Museum staff;</p> <p>b) the management and use of the Museum as an educational resource both within and beyond the University;</p> <p>c) supporting the University teaching officers in their use of the Museum and in research connected with the objects in the Museum;</p> <p>d) co-ordinating the activities of and in the Museum with the activities of Cambridge University Museums more generally.</p> <p><i>More detailed information is provided under the Role Description as given below</i></p>
Location	Faculty of Classics
Terms and Conditions	
Salary	Salary £28,132 - £36,661 pa
Grade	7
Limit of tenure	26 June 2014 to 25 March 2015 or the return of the post holder, whichever is earlier
Probationary period	3 months
Annual leave	33 days plus Bank Holidays, pro rata
Pension	Eligible for Universities Superannuation Scheme (USS)
Miscellaneous	Childcare schemes available
Closing date for applications	Closing date: Tuesday 8 st April 2014

Expected date for interview/selection	Tuesday 29 th April, 2014 As part of the interview, candidates will be asked to outline briefly an example of the sort of display they would wish to put on, from the Museum's own resources (casts, pots, potsherds, epigraphic squeezes) in the small display case. They will also be given a short tour of the Museum and the Faculty on the day of their interview.
How to apply	To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages, or go to https://hrsystems.admin.cam.ac.uk/recruit-ui/pages/auth/login.xhtml . This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form. Please ensure that you upload a CV, a covering letter and a sample of the applicant's writing, published or unpublished (of between 2 and 10 sides of A4) Candidates should ask three referees to write on their behalf to Professor Robin Osborne, Director of the Museum of Classical Archaeology, Sidgwick Avenue, Cambridge CB3 9DA by the same deadline. Informal enquiries may be made to the Director of the Museum, Professor Robin Osborne: ro225@cam.ac.uk
Disclosure and Barring Service	Offers of employment will be conditional upon the satisfactory outcome of a DBS (was CRB) check. Whether an outcome is satisfactory will be determined by the University.

Role Description

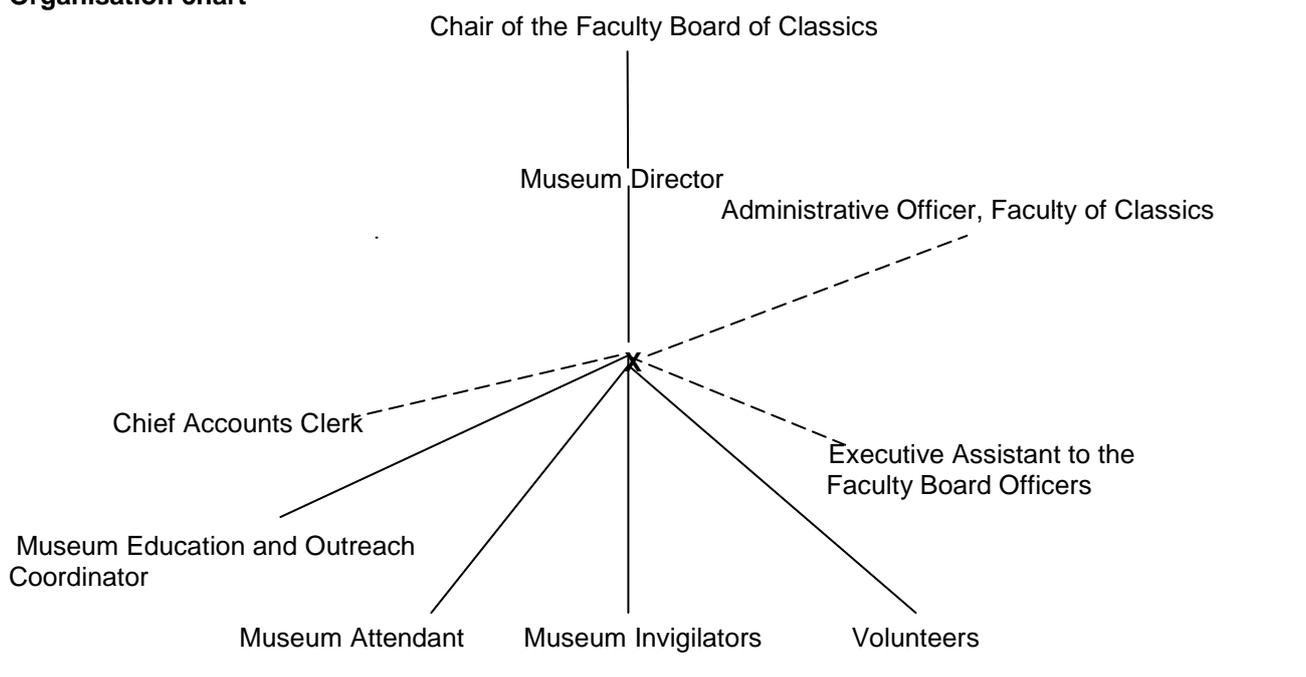
<p>Dimensions of the role</p> <p>Historically, Cambridge has long been a major centre for the study of the classical world. Today our Faculty is recognised internationally as one of the most dynamic departments of its kind, with an exceptionally distinguished record in teaching and research. Housed in a purpose-built Cast Gallery on the first floor of the Classics Faculty, the Museum of Classical Archaeology is one of the few surviving collections of plaster casts of Greek & Roman sculpture in the world.</p> <p>The Faculty of Classics is part of the School of Arts and Humanities. At present the Faculty's academic establishment comprises 33 Teaching Officers (Professors, Readers, USLs, ULs, and Language Teaching Officers) whose primary teaching responsibilities are university lectures and classes and graduate supervision. The role holder is part of a team of 14 support staff in the Faculty. There are also 9 people employed as Research Fellows and post-doctoral researchers on projects associated with the Faculty. The Faculty has about 280 undergraduates (36 being on the four-year course, the rest on the three-year) and 80 postgraduates (31 being MPhil students, the rest taking the PhD), as well as a substantial number of visiting students.</p> <p>The purpose of the Museum of Classical Archaeology is (a) to promote Classical Archaeology by maintaining, conserving, enhancing, displaying and documenting its collections of antiquities and of casts of antiquities for the benefit of students, researchers and the general public; (b) to support research of all kinds in Classical Archaeology with grants and other resources; (c) to enable the dissemination of research in Classical Archaeology at every level, and (d) to demonstrate to the widest possible audience the continuing importance and relevance of Classical Archaeology to the</p>

contemporary world. The post-holder is the professional member of the museum staff and is expected to fulfil all the roles of a qualified museum professional, namely in the areas of collections care and exhibition management, museum communication, managing museum strategies, and the ethics and legislation of curatorship.

The role holder acts as Curator for the Museum of Classical Archaeology in the Classics Faculty, supporting the Director in the day-to-day management and educational provision of the Museum. The Museum comprises the Cast Gallery, two offices, two store rooms and a front desk; objects belonging to the Museum are also distributed throughout the lecture rooms, offices and library of the Faculty of Classics, and in particular in the Seminar Room, Room 1.04. The collections are also made available online. The annual budget for the Museum is c. £35k. The staff of the Museum also includes a Museum Attendant and the Museum expects to employ a half-time Education and Outreach Coordinator for at least the next three years as part of the Connecting Collections programme. In addition, the Museum employs c.5 graduate students as invigilators each year. In recent years the Museum has hosted approximately 250 classes p.a, with approximately 5,000 children, prospective applicants, students and members of the public. The Curator will be expected to work closely with the Director and the Faculty's teaching officers, to manage the Education and Outreach Coordinator, and to oversee and deliver the Museum's educational and outreach programme, including recruiting, training and managing volunteers (mostly but not solely Faculty students) to carry out sessions and classes, and ensuring that the museum offers a rich supply of virtual resources to teachers and students.

The University of Cambridge Museums (UCM) is one of only 16 museum services nationally to secure Major Partnership Funding from the Arts Council England (ACE) during 2012. The three-year Connecting Collections programme will transform access to the exception collections and research resources of the eight University of Cambridge Museums. Excellence in collections care and interpretation, substantial digital innovation, high-profile exhibitions, imaginative learning programmes and effective marketing across the University museums and with wider cultural partners will reach and benefit audiences locally, regionally, nationally and internationally. As one of the eight members of the UCM consortium, the Museum of Classical Archaeology will work increasingly with other UCM museums and we anticipate the Curator will play a key role in contributing to shared initiatives. The Connecting Collections programme supports a number of central posts which will support the work of the Curator in, for example, collections care, marketing, events and exhibition coordination, learning, education and outreach.

Organisation chart



Line manager position reference number	70009044 – Director
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Pre-employment checks required

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role. The box below indicates the checks that are necessary for this particular role and whether or not it is essential for these checks to be completed before an employee starts work in this role. Any offer of employment will be conditional upon the satisfactory outcome of these checks and whether an outcome is satisfactory will be determined by the University.

To ensure that no assumptions are made please mark an 'X' under one column in each row.

	Yes – essential before start	Yes – not essential before start	No
Right to work in UK	X		
Criminal Records (standard)	X		
Criminal Records (enhanced)			x
Occupational Health	X		
Security			X
NHS Honorary Contract Required			X
ISA: Regulated Activity	X		
ISA: Controlled Activity			x

Role Purpose

The role of the Curator is to support the Director, taking day-to-day responsibility for the delivery of the Museum Committee’s strategy for maintaining, organising and developing the Museum, its collections, services and profile. S/he is expected to be the museum’s advocate, and to maintain the highest professional standards. S/he devises and implements strategic policies and advises on decisions regarding the mission, direction, purpose and key aims of the museum. S/he provides front-line liaison with visitors to the Museum including members of the public, visiting scholars and other users. S/he supervises the Invigilators and liaises with other museums and institutions outside the University.

The role holder is also responsible for creating, enabling, delivering and evaluating a museum education and outreach service for a wide range of groups including: schools, colleges, families, adult groups, blue badge guides, and the local community. S/he advises the Museum Committee and the Faculty on possible expansion of provision including resource implications, manages the Museum Education and Outreach Coordinator (at such time as the Museum is able to employ one), selects and manages specialist outside providers and staff where needed, and provides advice and training for teachers as well as identifying and participating in local and national opportunities such as Family learning week, Adult Learners Week, etc.

Main Responsibilities

Key duties and responsibilities	% time spent/ frequency

1	Policy, governance and general management	10%
	<ul style="list-style-type: none"> (a) As Secretary of Museum Committee, play key role in Museum strategy and planning, including mission, direction, purpose and key aims of the Museum and acquisition, lending, borrowing and disposal of items (b) Service Museum Committee meetings and produce related paperwork (c) Liaise with the Museum Director, Faculty Board and the Faculty in general (d) Provide visitor statistics, conduct user surveys and project evaluations for management information and strategic planning needs (e) Maintain and report on statistics of all educational user groups to the museum (f) Design, implement and assess evaluation from users of education/outreach programmes and advise the Museum Committee on possible changes in policy and provision (g) Provide advice to the Committee on future projects, objectives and goals and respond to specific funding and research directives overseen by other members of the Faculty (h) Provide balanced programme of educational, outreach, social and other events, working closely with other staff to maintain the smooth running of the Museum on a day-to-day basis (i) Take lead on the recurrent Museum's accreditation exercises (j) With Director, take joint lead on the general advocacy of the museum (k) Contribute to the development of the UCM consortium, and stand in for the Director at Cambridge Museums Steering Group meetings as appropriate 	
2	The Collection and the Gallery	20%
	<ul style="list-style-type: none"> (a) <u>Collection</u> <ul style="list-style-type: none"> (1) Lead on all operational matters concerning acquisition, lending, disposal, conservation and cleaning (2) Work with Director and other academic staff concerning the aesthetics, labelling and academic rationale of displays (3) Lead on all operational matters concerning the mechanics and logistics of display and storage (including maintenance of security and environmental systems) (4) Curate temporary exhibitions, liaising, where necessary with members of the Faculty or external scholars/artists (5) Work with the Faculty's teaching staff to ensure that the Museum is central to research and to education at all levels (b) <u>Gallery</u> <ul style="list-style-type: none"> (1) Lead on the general management of the museum premises, project management of specific building works or alterations, liaison with EMBS and outside contractors (2) Ensure that general maintenance is carried out (3) Liaise with Faculty Custodian concerning contract cleaners (c) <u>Collection documentation, catalogues, archives and information provision</u> <ul style="list-style-type: none"> (1) Provide text and images, where appropriate liaising with relevant teaching staff and with staff from the Fitzwilliam (2) Lead on the production and printing of catalogues, Museum guidebook etc, both in paper and on-line form (3) Maintain and develop databases and archives (both text and image) (4) Liaise with other external bodies (including report writing and knowledge/skill exchange) 	
3	Visitors / enquirers	10%
	<p>Manage staff responsible for, and take part in:</p> <ul style="list-style-type: none"> (a) Reception and security duties (b) General visitor assistance (c) Information provision, oral or in writing (d) Provision of guided tours and spoken introductions for users of the museum (e) Sales of postcards etc (f) Monitoring and canvassing of Museum visitors 	

4	Publicity	5%
	<p>In conjunction with the Museum Education and Outreach Coordinator and with relevant post-holders in the UCM:</p> <ul style="list-style-type: none"> (a) Design and update the museum's website (in liaison with relevant Faculty officers) and promote the museum via other forms of social media (b) Devise, create and disseminate marketing, publicity and advertising material (c) Produce and distribute publicity materials through local media, county council schools mailbag (300 schools) and national media as part of national events (d) Maintain and extend contact with local schools and colleges (e) Represent the museum to the press 	
5	Research	5%
	<ul style="list-style-type: none"> (a) Write and revise text for labels, guidebook, and other material promoting the Museum collection as required (b) Provide assistance to academic staff engaged in research work related to the Museum and its collections (c) Assist academic staff to exploit the collection to its full potential, stage relevant exhibitions and apply for relevant grants (d) Organise museum-hosted seminars and conferences 	
6	Teaching and outreach	30%
	<p><u>Design and facilitation</u></p> <ul style="list-style-type: none"> (a) With Director, design Faculty's museum education and outreach programme , including contributions to the UCM-wide programmes, including Twilight at the Museums, Summer at the Museums and the University's Festivals (b) With Director, Museum Education and Outreach Coordinator, and UCM colleagues organise, enable and brief volunteers (UGs, PGs and others) to deliver sessions to Museum visitors (school-age children and others) (c) With Museum Education and Outreach Coordinator and UCM colleagues, produce materials in support of the programmes to be delivered (d) Identify, select and manage outside providers of activities where appropriate (e) Liaise with UCM staff to plan and promote the learning programme, contributing to the strategic development of the UCM learning, education and outreach offer <p><u>Outreach delivery</u></p> <ul style="list-style-type: none"> (a) With Museum Education and Outreach Coordinator, academic staff (especially those on the Access and outreach Committee), undergraduate students, graduates, and other volunteers, deliver sessions and provide activities for different constituencies, internal and external to the University, especially activities which are research-led (b) With Director and Museum Education and Outreach Coordinator organise teacher orientation visits, and provide literature for teachers and pupils and teacher training and advice 	
7	General administration	5%
	<ul style="list-style-type: none"> (a) Together with the Museum Attendant, administer Visitor bookings administration (b) Together with the Museum Attendant, maintain Museum databases (c) Together with the Museum Attendant and Museum Education and Outreach Coordinator, maintain Museum calendar (d) Together with the Museum Attendant, photograph objects in the collection (for catalogues etc) (e) Together with the Museum Attendant, provide photographic service for academic staff and for publishers etc (f) Liaise with film and TV companies over filming in the gallery (g) Book, coordinate and oversee Faculty-organised events, liaising with other Museum or Faculty staff as necessary (h) Book, coordinate and oversee externally-organised events, liaising with other Museum or Faculty staff as necessary 	

8	Health, Safety and Security	2%
	(a) Manage Gallery access (including that for disabled visitors) and visitor regulations: security and set-up routines (b) Liaise with Faculty and HR Division concerning CRB checks for staff involved with children/vulnerable adults (c) Create and update general risk assessments, disaster plans, continuity management systems, liaising with other Museum or Faculty staff as necessary (d) Implement disaster plans as necessary (e) Carry out risk assessments for educational or outreach events, liaising with other Museum or Faculty staff as necessary	
9	Finance and funding	3%
	Assist with the development of bids for external funding, deal with cash from sales, liaise with Administrative Officer and Chief Accounts Clerk over financial matters	
12	Liaison with other museums in the University	5%
	(a) Ensure that the Museum takes a full part in University of Cambridge Museums projects, both the current Connecting Connections project and future projects (b) Identify opportunities for extending the Museum's education and outreach programme, liaising with the other University of Cambridge museums and with university bodies to capitalise and develop opportunities for joint activities	
14	Staff Management	5%
	(a) Manage the Education and Outreach Coordinator(at such times as the Museum is able to employ one) (b) Manage, develop and train invigilators and other front-of-house staff (c) Recruit, train and manage volunteers (d) Recruit and manage suitable staff for particular education/outreach projects, such as website, (writer, designer, picture researcher), museum materials (designer) and outside providers of events such as writing workshops, artist led sessions etc	
15	Other	
	The Director or the Chair of the Faculty may also from time to time require the role holder to perform other duties appropriate to the grade of the post.	

Person profile	
Essential knowledge, skills and experience required for role	
Education & qualifications	<p><i>The following are essential:</i></p> <p>First degree in an appropriate discipline (Archaeology, Art History, Classics, etc.). Knowledge of the National Curriculum and of other relevant national educational specifications.</p> <p><i>The following are desirable:</i></p> <p>A postgraduate Museum-based qualification. Either a PGCE or other postgraduate teaching qualification.</p>
Specialist knowledge & skills	<p><i>The following are essential:</i></p> <p>Extensive knowledge of classical art and archaeology. The ability to draft teaching materials and publicity material. Experience and knowledge of standard ICT packages, including use of shared electronic calendars. Ability and willingness to use practical skills e.g use of tools, protective equipment etc.</p>

	<p><i>The following are desirable:</i></p> <p>Reading knowledge of at least one foreign language. Experience of managing museum activities and contributing to strategic planning in a museum context. Administrative and report writing skills with evidence of the ability to plan work to meet agreed standards, deadlines and budgets. Knowledge of museum education and outreach work. Knowledge and experience of desk-top publishing. Thorough knowledge of professional standards of museum practice, including collections care standards and relevant aspects of health and safety law, employment law and copyright law. Awareness of statutory regulations e.g. The Vetting and Barring Scheme, Health and Safety, risk assessment documentation etc.</p>
Interpersonal & communication skills	<p><i>The following are essential:</i></p> <p>Excellent organisation skills, common sense, patience, and tact. Ability to plan ahead. Ability to communicate clearly and effectively at all levels (in writing and in person) and with all kinds of people inside and outside the University. Ability to make decisions and work unsupervised. Self-motivation, with the ability to work flexibly in a small team.</p>
Relevant experience	<p><i>The following are desirable:</i></p> <p>Demonstrable practical experience of museum work including cataloguing and exhibition work. Experience of museum conservation. Experience or knowledge of the operation of museums in relation to national and regional policy. Experience of public relation work and staff supervision. Experience of delivering schools and learning programmes in museums or in a school or university environment. Experience using CUFS or similar accounting packages. Driving licence.</p>
Additional requirements	None

Pre-employment Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

This role requires a Standard Disclosure and Barring Service (DBS) Check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University.

Once an offer of employment has been accepted, the successful candidate will be required to undergo a health assessment.

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation. You may find the pages at www.internationalstaff.ac.uk helpful in planning a relocation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
 - Reduced staff fees for University of Cambridge graduate courses.
 - The opportunity to attend lectures and seminars held by University departments and institutions.
 - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>. A range of information about living and working in Cambridge is also available to you within the

University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.admin.cam.ac.uk/offices/hr/staff/>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN bronze award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact Jane Fisher-Hunt, who is responsible for recruitment to this position, on 01223 335193 or by email on fjf24@cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.