

## Job description and selection criteria

<b>Job title</b>	Curator of Roman Coins
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Ashmolean Museum
<b>Location</b>	Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH
<b>Grade and salary</b>	Grade 9: £55,636 - £60,639 (per annum)
<b>Hours</b>	Full time (37.5 hours per week) The role currently supports working from home for up to two days per week on average
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Volker Heuchert, Deputy Keeper of the Heberden Coin Room
<b>Vacancy reference</b>	176621
<b>Additional information</b>	<p><b><u>You are required to submit a CV and a supporting statement with your application,</u></b> outlining how you meet each of the selection criteria for the role (see the ‘How to Apply’ section for further details). Both documents must be submitted to be considered.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
<b>Closing date</b>	12.00 midday GMT Friday 10 January 2025



## **Job description**

### **Overview of the role**

This post is of strategic importance to the Heberden Coin Room of the Ashmolean Museum, involving stewardship of the collections, teaching, research, digitisation and public outreach. With approximately 110,000 coins the Museum's collection of Roman Republican, Imperial and Iron Age coins is one of the most important in the world and functions as a 'core collection' for most research projects. It generates high levels of public and scholarly interest and requires world-class standards of curatorial expertise.

The post-holder has a Sabbatical Leave entitlement of one month's sabbatical leave for every six months of service, the timing to be agreed with the Deputy Keeper, the Keeper, the museum's Research Committee, Director and Board of Visitors. The post-holder will also contribute to University teaching, proactively working with academic departments to develop teaching opportunities.

The Curator of Roman Coins reports to the Deputy Keeper and the Keeper of the Heberden Coin Room. The Department is supported by a full-time Administrator, a part-time collections manager, a fixed term digitisation officer and fixed-term researchers, digital curators and volunteers.

### **Responsibilities**

#### **Curatorial**

- Contribute to the care and security of the Roman Coin Collection through regular curatorial work under the direction of the Deputy Keeper and Keeper.
- Maintain the collection in good order in liaison with the Conservation Department, identify material requiring conservation.
- Collaborate with the Coin Room Collections Manager to develop and implement a strategy for rehousing the reserve collections.
- Take part in the audit of the collections and security inspections.
- Advise the Deputy Keeper and Keeper on acquisitions, write the relevant grant applications and liaise with possible benefactors.
- Advise the Bodleian Art, Archaeology and Ancient World Library on library acquisitions that support teaching and research on Roman coinage.
- Advance the online publication of the Roman main and reserve collection; work closely with the manager and digital curators of the Digitisation of the Ancient Coins of the Ashmolean (DigiClass) Project while the project is ongoing.
- Be responsible for data on the Roman collection in departmental and the Museum's computerized collections management (CMS) and digital asset management (DAMS) systems.
- Advise on and test new systems for smart photography and digital cataloguing.
- Oversee volunteers if required.
- Liaise with the Registrar's Office regarding loans.
- Arrange temporary and permanent exhibitions.
- Respond to scholarly and other enquiries – including to requests for coin identifications.

- Make the collection available by appointment to visitors wishing to study it and invigilate them while they do so.
- Assist the Picture Library, Photographic Studio, and Publications Department in meeting requests for images.
- Contribute to the Museum's Education, Corporate Entertainment and Development programmes, including evening events.
- Contribute to fundraising.
- Provide content for reports such as the Annual Review, performance indicators as required.
- Represent the Department internally and externally in matters relating to the Roman collection.
- Work together with all members of the Coin Room staff, especially the administrator, collections manager and digitisation officer to ensure the security and good order of the entire collection.
- Contribute to the recruitment and supervision of other museum and department staff, interns and volunteers, including contributing to their ongoing professional development.
- Follow departmental and museum procedures.

### **Research**

- Undertake numismatic research of a kind which may be submitted to the Research Excellence Framework ('REF') or to future equivalent processes, amounting to 30% of working time in total, including sabbaticals (involvement in digital research projects to be included within this total), and complying with the requirements of submission to the REF or equivalent.
- Develop (collaborative) research projects on Roman coinage and make every effort to attract external research funding.
- The post-holder will be permitted to apply for periods of sabbatical for such research. Reports on such sabbaticals should be submitted to the Board of Visitors.

### **Teaching**

- Give 16 hours per year of lectures on Roman Numismatics for the Faculty of Classics.
- Undertake graduate (including doctoral) supervision, and graduate and undergraduate teaching and examining in the field of Roman Numismatics for up to four hours during term time.
- Identify and develop further object-based teaching opportunities.

### **Other duties**

- Attend museum, departmental, project and external meetings.
- Be encouraged to contribute to learned societies.
- Travel occasionally with numismatic or other museum items on loan to other venues, both in UK and abroad, ensuring they are transported and displayed in accordance with the Museum's conservation regulations, and checking condition prior to their display or transportation. Acting as representative of the Museum to outside institutions on these occasions.
- Contribute to the museum's publications (online and in print) and social media activities.

- Participate in a regular Annual Review.
- Undertake any necessary training identified.
- Comply with health and safety regulations.
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

The Ashmolean Museum reserves the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

## **The Heberden Coin Room**

The Heberden Coin Room is a department of the Ashmolean Museum, in the University of Oxford. The Coin Room aims to hold collections of coins of all periods and all countries, and also collections of medals, tokens, and paper money. It is one of the leading international coin cabinets, with particular strengths in the fields of Greek, Roman, Celtic, Byzantine, Medieval, Islamic, Indian, and Chinese coinages. It organizes permanent and temporary exhibitions and contributes to the Museum's Education programmes. The Museum currently includes a popular and accessible Money Gallery, numismatic displays in twenty-five other galleries, and an elegant Coin Study Room for academics, students, and members of the public. The Department contributes enthusiastically to a wide variety of access initiatives. In addition to its curatorial role, the Coin Room is a leading international centre for teaching and research in numismatics and monetary history. Curators currently supervise research degrees and teach courses for those undertaking masters degrees under Classics, Byzantine Studies, Oriental Studies, History, and Archaeology, and the undergraduate degree in Classical Archaeology and Ancient History. They also support the teaching of numismatics in other universities, and run a Visiting Scholar Programme.

## **The Roman Coin Collection**

The Roman and Iron Age collection of the Ashmolean Museum is one of the most important in the world with approximately 110,000 coins in the main and reserve collections (hoards, site finds, etc.). The collection is very rich for all periods, from the early Roman Republic to the fall of the Roman Empire. Of particular strength is the exceptional coverage for the third and the fourth centuries AD imperial coinage. The collection contains more than 700 gold coins, most of them of astonishing quality.

To date, c. 12,000 coins have been fully digitised (i.e. full data and photographs added to the online database). A further 40,000 coins from the main collection have been photographed and added to the online database but still need associated information adding.

## **Selection criteria**

### **Essential selection criteria**

- A doctorate in Roman numismatics and extensive knowledge of the subject.
- Extensive experience of working with coins in a leading museum environment.
- Experience of lecturing and teaching Roman numismatics at both graduate and undergraduate levels, preferably in a museum or university context. Capable of giving lectures and talks to specialist groups and general audiences.
- A strong record of publication and active research interests.
- Ability to read numismatic publications in languages other than English and the ability to read Latin.
- Excellent general IT skills (particularly Microsoft 365, including Word, Excel, PowerPoint, Outlook and Teams), image processing software (such as Photoshop) and experience in using numismatic databases.
- The ability to work well with colleagues and to communicate effectively in both written and spoken English with a wide variety of museum and university colleagues and scholars throughout the world.
- Absolute integrity required for working unsupervised with the collection.
- Pragmatic, adaptable and flexible attitude, ability to work without close supervision and willingness to undertake relevant training.

### **Desirable selection criteria**

- Experience of online publication of coins and familiarity with the relevant standards (<https://nomisma.org/>).
- Experience of a computerised museum collections management system and relevant standards such as Spectrum.
- Experience of supervising volunteers.
- Experience of developing numismatic databases and familiarity with SQL.

## **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>

### **Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Travel outside of Europe or North America on University Business

## **Additional security pre-employment checks**

- A satisfactory basic Disclosure and Barring Service check due to working unsupervised with valuable objects.

## **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;
5. To ensure we have a building and infrastructure fit for purpose and our future.

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

## **About the University of Oxford**

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.



*The Ashmolean Museum*

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.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

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](http://www.ox.ac.uk/about/organisation)

### **Gardens, Libraries and Museums (GLAM)**

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <https://www.glam.ox.ac.uk/home>

### **How to apply**

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

**Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.**

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

## References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

### **If you currently work for the University please note that:**

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly on [recruitment@glam.ox.ac.uk](mailto:recruitment@glam.ox.ac.uk)



To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Relocation

At the moment, the Ashmolean Museum is not offering relocation expenses to this post.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Photographs: Copyright Ashmolean Museum, University of Oxford

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

## University Club and sports facilities

Membership of the University Club is free for University staff. It 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 [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

## Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

## Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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 [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>