

MODERN ART OXFORD

July 2021

Dear Applicant,

Exhibitions and Creative Learning Administrator (Part-time, Fixed Term)

Thank you for your interest in the above post. Enclosed are the job description, person specification, core terms and conditions and an equal opportunities monitoring form.

To apply please register at Breathe HR [here](#) and upload the following:

1. a statement which sets out your suitability for the post, setting out how you meet each of the requirements in the person specification. Your statement should not exceed two sides of A4 paper.
2. a full CV, including the names and contact details of two referees, one of whom should be your current or most recent employer.
3. A completed Equal Opportunities Form (form at the end of this pack or you can download it [here](#)).

Applications must be received by 9am on Monday 23rd August 2021

Modern Art Oxford is committed to creating equality of opportunity for all and we value diversity in our team. As part of [our Anti-racism Action Plan](#), we welcome applications from people from the global majority who are under-represented at the senior manager level of our organisation.

If you have any questions about the role or the application process, please email recruitment@modernartoxford.org.uk

We look forward to receiving your application.

Best wishes,



Helen Shilton
Head of Organisational Development

30 PEMBROKE STREET
OXFORD OX1 1BP
tel +44 (0)1865 722733
fax +44 (0)1865 722573
www.modernartoxford.org.uk

Museum of Modern Art Limited
Registered Charity No.313035
Registered in England No.868757

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Exhibitions and Creative Learning Administrator

Part-time, fixed term contract

Introduction

Modern Art Oxford is one of the UK's most exciting and influential contemporary art organisations, renowned for its bold and ambitious artistic programme that promotes diversity and internationalism and celebrates contemporary art as a progressive agent of social change.

Founded in 1965, it is the only public institution dedicated to contemporary visual arts in Oxford and plays a central role in the city's cultural landscape.

Modern Art Oxford welcomes more than 100,000 visitors each year with 15,000 attendances in creative learning and participation activities. The organisation's digital content reaches 450,000 through Modern Art Oxford's digital channels annually. Through a wide range of high-quality content creation and programming, Modern Art Oxford aims to make contemporary art accessible and engaging to the widest audience and to promote creativity in all of its visual forms. Over the last 50 years Modern Art Oxford has brought some of the world's most important artists to the city, and the UK, and has developed an international reputation for pioneering emerging and under-represented artists.

Modern Art Oxford is a registered charity and relies on core funding from Arts Council England and Oxford City Council, and the generous support of individuals, trusts and foundations, sponsors and friends.

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ROLE SPECIFICATION

Modern Art Oxford wishes to appoint an enthusiastic and organised part-time Exhibitions and Creative Learning Administrator in a time-specific role created to support the administration and delivery of exhibitions and learning during a six-month sabbatical taken by the Chief Curator, Head of Exhibitions & Learning (October 2021 – April 2022).

This will require a highly organised individual with excellent communication and administration skills who can work well in a team, and keep an overview of many different areas of activity. You will have an eye for accuracy, an ability to prioritise effectively and support others with forward planning through reliable and timely administration.

The role is line managed by the Assistant Curator & Exhibitions Project Manager.

Working relationships:

The Exhibitions and Creative Learning Administrator reports to the Assistant Curator & Exhibitions Project Manager, and supports the work of the Senior Curator, Projects and Exhibitions; Production Manager; Assistant Production Manager; Senior Curator of Creative Learning; and Creative Learning Coordinator.

1. EXHIBITIONS AND LEARNING ADMINISTRATION

Support the Exhibitions & Creative Learning Team to plan and deliver the exhibition and creative learning programme including:

- Support the Assistant Curator & Exhibitions Project Manager in exhibition-related administration including: maintaining exhibition checklists, minuting team and curatorial meetings, scheduling meetings, preparing orders and other miscellaneous administrative tasks as required.

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- Support the Assistant Curator & Exhibitions Project Manager with timely and accurate issuing, completion and return of loan forms, condition reporting and insurance documents
- Support the Assistant Curator & Exhibitions Project Manager with administering, collating and recording all administration of shipping and movement of artworks for exhibitions.
- Administering accurate archiving of exhibitions, including photography, collation of paperwork, and financial records with support from the Assistant Curator & Exhibitions Project Manager.
- Supporting logistics including researching and booking accommodation and travel for artists as required
- To support the administration of reporting and evaluation, in particular inputting and collating of information for reporting to key stakeholders
- Collate and accurately record events data for exhibition and learning team, in particular creative learning work and public programme events

2. COMMUNICATION

Support the Exhibitions and Learning Team to collate and disseminate all information required for the timely and accurate communication of all aspects of the programme, including

- To collate materials documenting exhibition and learning activities, including photography, for sharing with key stakeholders
- Assist with the production of exhibition labels and signage, liaising as appropriate with colleagues and suppliers
- Contribute to evaluation planning, inputting and collating of information for reporting as required

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- Manage the programme@ email account and respond to unsolicited proposals, queries and requests relating to exhibitions and the archive

3. FINANCES

To support the Exhibition & Learning Team with accurate and up-to-date financial administration. Tasks include:

- Working with colleagues to administer exhibitions and learning expenditure, and ensuring that budgets are accurate and updated
- Processing invoices to ensure timely payment, clearly communicating with external stakeholders on details required by finance colleagues
- Reconcile Exhibitions and Learning budgets with the finance accounting system, working closely with the Finance Officer
- Process and administer staff expenses relating to exhibitions expenditure including management of some departmental credit cards

4. GENERAL

- Be a proactive and positive member of the Exhibitions and Learning Team, attending weekly Team Meetings and Curatorial meetings

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PERSON SPECIFICATION

The successful candidate will be able to demonstrate strong administration skills; they will be proactive, with a keen attention to detail and an ability to prioritise and deliver multiple strands of work to deadlines. Good planning and communication skills are essential in this busy, demanding and exciting environment. They will be comfortable working as part of a team.

Essential Skills and Experience

- Highly organised and methodical with experience of record keeping, database maintenance and diary coordination
- A solutions-focused attitude
- A motivated, proactive self-starter who takes initiative with the ability to work collaboratively as part of a team
- Excellent written and verbal communication skills
- Excellent time and workload management skills
- Rigorous attention to detail
- At least one years experience in an fast-paced administrative role
- Excellent IT skills – MS Office, Excel in particular

Desirable

- Knowledge of the Adobe suite including inDesign, Photoshop and Sketch Up
- Experience within an arts organisation
- A strong interest in contemporary art and visual culture

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TERMS AND CONDITIONS OF EMPLOYMENT

Line Manager	Assistant Curator & Exhibitions Project Manager
Salary	£8884 for 35 weeks 3 days per week (£22,000 fte pa pro rata)
Tenure	Fixed term contract from October 2021 – May 2022 (35 weeks)
Probation	8 weeks
Hours	Part time - 3 days per week (24 hours per week), ideally Monday - Wednesday or Tuesday to Thursday. Days/hours to be agreed with line manager. Usual office hours 9.30am – 5.30pms Overtime is compensated by Time Off in Lieu (TOIL)
Place of work	Modern Art Oxford, 30 Pembroke Street, Oxford some of the team are currently working from home due to COVID restrictions but attendance at the office/gallery will be required for this role once office has re-opened
Holiday	13 days holiday during 35 weeks (including public holidays)
Notice period	4 weeks

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Pension	An auto-enrolment pension scheme is in place with Legal & General. Under pension auto enrolment legislation, an eligible employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earning
Other benefits	Employees are entitled to up to a 25% discount in the gallery Shop and Café. There is a staff discount and Employee Assistance Programme through Gemelli https://gemelliemployeebenefits.co.uk/news-mss-april2017
Disclaimer	This document does not constitute an offer of employment nor forms any part of any contract

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