

## Job description and selection criteria

<b>Job title</b>	Shifrin Lalji Somani Islamic Art Internship
<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 3.4 (pro-rata): £24,248 per annum, £12.78 per hour
<b>Hours</b>	Full time (36.5 hours per week)
<b>Contract type</b>	Fixed-term: 8 weeks (July/August)
<b>Reporting to</b>	Dr Francesca Leoni, Acting Keeper and Curator of Islamic Art
<b>Additional information</b>	<p>Applications from women, black and minority ethnic candidates are especially encouraged.</p> <p>All applications must be submitted to Dr Francesca Leoni (<a href="mailto:francesca.leoni@ashmus.ox.ac.uk">francesca.leoni@ashmus.ox.ac.uk</a>) as <b>word</b> or <b>pdf</b> documents.</p> <p>You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). <b>Please note that CVs alone will not be considered.</b></p> <p>Please contact the recruitment team at <a href="mailto:recruitment@glam.ox.ac.uk">recruitment@glam.ox.ac.uk</a> if you require the job description in an alternative format.</p>
<b>Closing date</b>	12.00 midday (BST) Thursday 25 April 2024



## **Job description**

### **Overview of the role**

The Shifrin Lalji Somani Islamic Art Internship has been made possible through the generous support of Ms Faaiza Lalji and Mr Ameen Somani as a reflection of their commitment to education and professional development. This 8-week internship will focus on the museum's Islamic holdings, the third most important in the country after the national collections in London. The Islamic art collection holds great potential for research projects and public engagement and provides important resources for teaching within and beyond the University. The recipient will thus have the unique opportunity to gain insight into workings of this area, as well as the Eastern Art department more broadly.

The intern will work closely with the Curator of Islamic art and other members of staff. S/he will have a desk in the Eastern art department and will be expected to work mainly with onsite and Oxford resources including office files, internal/external archival resources and libraries. S/he should also be able to navigate online research tools and use them effectively to enhance object documentation.

Over the 8-week period, the intern will also have the opportunity to gain experience in handling and examining original artworks, for which specialist handling training would be provided. Exposure to other museum departments (e.g., exhibitions, learning, digital content, etc.) and their activities will also be part of the experience, and s/he will have the opportunity to actively contribute to them.

### **Key responsibilities:**

- Assist the Curator of Islamic art with the documentation and research of the Islamic art collection, with specific focus on object provenance;
- Organise, maintain and expand object records both through the creation of physical files and by inputting information on the museum's database;
- Carry out missing data and quality checks by reviewing existing object documents;
- Report on progress with line-manager on a weekly basis;
- Provide administrative support to the Curator of Islamic art and other EA staff members, as required.

### **Applicant's profile and selection criteria:**

- A BA in an area of Middle Eastern studies and demonstrated interest in the field of Islamic art history;
- Demonstrated interest in pursuing a career in museums or the heritage sector and previous record of active involvement with similar cultural institutions;
- Working knowledge of Arabic, Persian or Turkish;
- High level of accuracy, confidentiality, and attention to detail;
- Ability to conduct research autonomously and pro-actively, but also to follow guidance and work with others;

- Good communication and IT skills, including social media;
- Prior knowledge of database systems, especially if museum-based, is a plus.

## The Eastern Art Department

The Department of Eastern Art is one of the five curatorial departments of the Ashmolean Museum, with internationally renowned collections in areas such as Islamic Near and Middle East, South and South-east Asia, China, Korea and Japan. In addition to several public galleries, the department maintains a Study Room (Jameel Centre) open to the public for the study and enjoyment of its collections.

## 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:

- Regular manual handling - lifting and carrying

## 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

Please submit all applications to Dr Francesca Leoni ([francesca.leoni@ashmus.ox.ac.uk](mailto:francesca.leoni@ashmus.ox.ac.uk)) as **word** or **pdf** documents. Each application should include a CV and a supporting statement outlining how the candidate meets each of the selection criteria (see below for further details). **Please note that CVs (alone) will not be considered.**

Applications from women, black and minority ethnic candidates are especially encouraged.

## Supporting Statement

**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.**

The inclusion of the supporting statement and CV is **a mandatory step** in the online application process.

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

All applications must be received by **12:00 midday (GMT/BST)** 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.

## 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>

### **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.

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