



The  
Fitzwilliam  
Museum  
CAMBRIDGE



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ARTS COUNCIL  
ENGLAND

# EA to Director and Marlay Curator

**Salary: Grade 6**

£33,951 - £39,906

*"In addition to the base salary stated above, the successful candidate for this post will receive an additional 2.5% supplement to their pay."*

**Contract:**

Permanent

**Location:** Cambridge

**Department:** Fitzwilliam  
Museum

**Responsible to:**

Director and Marlay Curator

**Working Pattern:**

Full-time: Monday to Friday

**Purpose of the role**

To Implement and oversee administrative procedures for the Director & Marlay Curator in order to ensure the efficient and effective management of time and workflow.



## Main duties and responsibilities

1	<p><b>Provide executive support service</b> to the Director &amp; Marlay Curator.. Manage diaries, assess the availability and wishes of the Director &amp; Marlay Curator to meet, set up a wide range of complex internal and external meetings both in Cambridge and elsewhere, manage the schedule of meetings, plan and manage the overall working day to ensure an appropriate balance of meetings, manage all meeting follow-up activity. Take administrative decisions on their behalf in their absence (such as setting deadlines for incoming material).</p>
2	<p><b>Undertake preliminary research</b> using a wide range of information sources. Read papers from committees and key meetings, including Donor meetings, prepare briefing notes/verbal briefings and summarise headlines for the Director &amp; Marlay Curator, attend meetings, prepare agendas, take minutes, circulate actions, identify follow-up actions.</p>
3	<p><b>High-Level Stakeholder Management and philanthropy support::</b></p> <ul style="list-style-type: none"> <li>- Manage &amp; deliver high-profile events, VIP visits, and donor engagements, working closely with internal and external stakeholders (e.g. CUDAR, Director &amp; Marlay Curator).</li> <li>- Coordinate complex travel and itineraries (UK and international), including visas, risk assessments, logistics, and liaison with external organisers, ensuring alignment with individual preferences.</li> <li>- Build and maintain strong relationships with donor prospects and key stakeholders, including their technical and administrative teams.</li> <li>- Organise and support advocacy visits and strategic events, aligning stakeholder engagement with institutional priorities.</li> <li>- Monitor donor pipelines, identifying and escalating high-value opportunities. Maintain accurate donor profiles in collaboration with the Development/CUDAR Team, including interests and giving history and act as a central coordination point by tracking stakeholder interactions (e.g. via CRM systems), identifying patterns, and anticipating opportunities.</li> <li>- Ensure timely, personalised follow-ups after meetings, events, and pledges.</li> <li>- Coordinate high-level events and manage guest lists to ensure seamless delivery and enable the Director &amp; Marlay Curator to focus on relationship-building. Handle sensitive information with discretion, navigate internal complexities, and proactively mitigate risks before escalation.</li> </ul>
4	<p>Share responsibility for office administration with Head of Director's Office team. Co-ordinate administrative processes, including loans to and from the collection, liaise closely with staff at all levels to ensure that the work of the Director's Office is in line with work undertaken in other parts of the Museum , maintain a comprehensive filing system including, data management systems for confidential files, including regular Customer Relationship Management data collection and recording, committee papers and records, update and amend procedures and processes to increase efficiency and future-proofing data.</p>
5	<p>Support the Head of Director's Office in <b>HR related activities</b> such as the induction process or recruitment process for the NSI and University Museums Group, take part in the recruitment process as panel member, induct and mentor new secretarial support staff as required. Support the HR Team logistically where needed, coordination with IT, HR, Security and Visitor Experience.</p>
6	<p><b>Provide financial administration.</b> Process expenses for the Museum Director &amp; Marlay Curator and visitors, manage funds e.g. travel and seminar budgets, monitor expenditure against budgets, raise purchase orders in line with university financial procedures and financial regulations.</p>

7	<p><b>Manage communications and correspondence</b> with senior members within the University and externally. Liaise by letter, telephone, email and in person with senior staff, senior internal and external academics and donors, arrange programmes for visitors, including researchers with a high international profile, funding bodies, donors and potential donors to arrange meetings and visits to the Museum.</p> <p><b>Executive Support for Advocacy and External Engagement</b></p> <ul style="list-style-type: none"><li>• Provide strategic executive support to advance the Museum’s advocacy agenda, aligning the Director &amp; Marlay Curator’s priorities and mission, time, and engagements with institutional objectives.</li><li>• Coordinate high-level advocacy engagements with policymakers, cultural leaders, and philanthropic stakeholders, ensuring clear purpose and impact.</li><li>• Prepare concise, high-quality briefings and key messages to support the Director &amp; Marlay Curator’s external positioning.</li><li>• Manage stakeholder relationships and follow-ups to sustain influence and momentum.</li><li>• Support delivery of advocacy outcomes.</li></ul>
8	<p><b>Manage projects</b> as required. Research, collate and present information, conduct searches for the Director &amp; Marlay Curator, assemble and prepare information for inclusion in, books and lectures, liaise with senior members of the NSIs, Departments, Schools and University to request input into projects for the Museum Director/Head of NSI and set appropriate deadlines and follow up as necessary.</p>

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level/Level 6 vocational qualification or equivalent level of practical experience.	✓	
<b>Experience</b>		
Previous high-level PA/Secretarial Administrative experience.	✓	
Experience of developing/reviewing administrative processes and systems.	✓	
<b>Skills</b>		
Highly competent in standard software packages, e.g. Word, Excel, Access, Outlook and communication platforms such as Microsoft Teams and Zoom.	✓	
Excellent communication & interpersonal skills (written and verbal).	✓	
Excellent organisational skills.	✓	
Demonstrate advanced knowledge of Executive Assistance involving a critical understanding of relevant theory and/or principles.	✓	
Absolute discretion, professional judgement and discernment.	✓	
Team-player.	✓	
Proactive Problem-solving.	✓	
Ensure all activity is delivered with discretion, sound judgement, and seamless coordination.	✓	

# The Fitzwilliam Museum Working Together Agreement

## Communication and Openness



We communicate with focus and purpose in a range of ways

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We are open and transparent about our work

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We are open to change and growth

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We give and receive feedback with generosity

## Kindness and Support



We celebrate and value diversity

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We are friendly, considerate and kind to each other, in person and in writing

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We go out of our way to help each other

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People are our priority, and we look after each other

## Collaboration



We spend time together face-to-face to build strong relationships

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We respect and trust each other's diverse experience and expertise and make space for collaboration

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We are interested in listening and learning from each other

## Accountability and Responsibility



We strive to be great at what we do

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We set clear work boundaries, negotiate constructively and are accountable for our work and behaviour

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We consider the impact of our actions and decisions

# The Fitzwilliam Museum



The Fitzwilliam Museum was founded in 1816 and opened to the public in 1848. Today, it houses over half a million artworks and objects, spanning over ten thousand years, principally from Europe, North Africa and Asia. The Museum has an international reputation for excellence in research, exhibitions, learning and public engagement. As well as being the principal museum of the University of Cambridge, the Fitzwilliam is one of the largest cultural providers in the region, welcoming over 500,000 visitors a year. It is a member of the University of Cambridge Museums (UCM) consortium, alongside other University museums and the Botanic Garden.

## The Director's Office Team

The Director's Office is the Museum's administrative office. We are responsible for servicing internal meetings, organising the Director's and Deputy Directors' timetables and supporting colleagues with all types of administrative questions. Our team is also in charge of posting services and office supplies.

# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six-month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are full-time (36.5 hours a week, Monday to Friday)

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit:

[www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Right to work in the UK

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.

**Health declaration:** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

**Qualifications:** The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you may be asked to provide your relevant original certificates of these qualifications.

**References:** Offers of appointment will be subject to the receipt of satisfactory references.

### Screening Checks:

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

### Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. 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, the Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via

[hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).

# The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,  
Vice Chancellor 2023*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

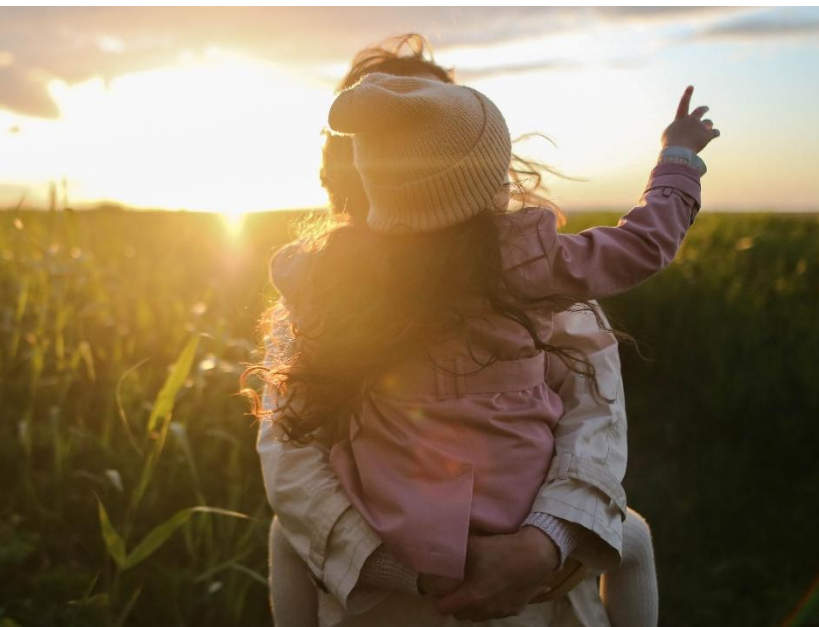
The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to: Emilie Herrbach  
[eh591@cam.ac.uk](mailto:eh591@cam.ac.uk)

If you have any queries regarding the application process, please contact:  
[HR@fitzmuseum.cam.ac.uk](mailto:HR@fitzmuseum.cam.ac.uk)

The closing date for applications is: Monday 29<sup>th</sup> June 2026 (midnight)

The interview date for the role will be Friday 10<sup>th</sup> July 2026

