

Further Information

Research Associate: Literary and Artistic Archives

Fitzwilliam Museum



The
Fitzwilliam
Museum
CAMBRIDGE



Supported using public funding by
ARTS COUNCIL
ENGLAND

GRADE	G7
SALARY RANGE	£33,309 - £40,927
STAFF GROUP	Research

Role-specific information

Role Summary

The Fitzwilliam Museum was founded in 1816 at the bequest of Richard, Viscount Fitzwilliam, an eighteenth-century collector whose gift to the University included funding for the original building on Trumpington Street which opened to the public in 1848. Since then the Museum and its collections have continued to grow, thanks to generations of benefactors. Today, it houses over half a million works of art and antiquities from Europe, the Nile Valley, Middle East, South and East Asia, spanning millennia, and has an international reputation for excellence in research, exhibitions and learning programmes. The Fitzwilliam Museum's collections were awarded designated status by the Arts Council England in 1997. The Hamilton Kerr Institute for Conservation (HKI) at Whittlesford is a department of the Museum.

The Fitzwilliam is the lead member of the University of Cambridge Museums (UCM) partnership, one of 12 museum services across England in the Arts Council's National Portfolio at Band 3 (Band 3 National Portfolio Organisations (NPOs) are those in receipt of over £1 million of Arts Council NPO funding per annum), with a responsibility for sector leadership and support. The Fitzwilliam is also the recipient of a significant investment made by Research England's Museums, Galleries and Collections Fund.

The Museum welcomes over 400,000 visitors a year. Staff undertake innovative and multidisciplinary research, in collaboration with [the](#) University and other researchers, leading to exhibitions, digital resources, publications and other outputs. The Museum is playing a lead role in the Strategic Research Initiative *Collections-Connections-Communities*, which seeks to convene researchers around collections-based research involving audiences and communities. In addition, the Museum undertakes a wide range of public engagement and programming, and provides the principal museum service to Cambridgeshire and neighbouring counties. It also provides the wider HE community with unparalleled research access to the collections through its study rooms and reference library.

The Fitzwilliam Museum houses and curates one of the finest museum collections of illuminated manuscripts in the world, one of the most important collections of manuscript and printed music in this UK, a collection of printed books, and a rich collection of over 80,000 literary autographs and correspondence, mainly of the 18th and 19th centuries, a large proportion uncatalogued. The collections are particularly strong in the late eighteenth and nineteenth centuries, notably in the extensive archives of William Hayley (1745-1820) and John Linnell (1792 – 1882), and in pre-Raphaelite material, notably autograph material by William Morris and the archive of Sir Edward Burne-Jones. Literary autographs include material by John Keats, Charlotte Brontë, Christina Rossetti, Walter Swinburne and Virginia Woolf.

Role Summary/Overview

This 3-year post will oversee the cataloguing and documentation of the literary and artistic archives held within the Fitzwilliam Museum, undertake research on specific parts of the collection and seek to build impactful collaborations with colleagues in the University and beyond. The post-holder will

create opportunities to engage audiences around this under-researched part of the collection, particularly around the process of creativity

The post-holder will be knowledgeable about, and have experience working with, 18th and 19th century literary and/or artistic archives, an understanding of the wider historical and cultural context, and be committed to developing new inclusive and diverse perspectives on these collections.

Role Purpose

The post-holder will lead on archive research and projects relating to the literary, artistic, and other archives (including music). They will research and catalogue archives in line with the Museum's research projects and priorities, ensuring improved documentation and accessibility of these collections. They will have the opportunity to formulate new research projects, building partnerships in Cambridge and beyond. We particularly encourage applicants who will seek to bring new perspectives to these collections, including from under-represented audiences and considering collection histories.

Furthermore, the postholder will have the opportunity to develop and conceive creative responses to the collection, through engagement with artists and creative practitioners, in line with the Museum's new Collections Development Strategy. They will also have the opportunity to contribute to teaching and to help with temporary displays, in the museum and online. They will support the Curator of Manuscripts and Printed Books, supporting collections enquiries and access, and work with curators, technicians, conservators, scientists, learning staff and other colleagues across the [Museum and the](#) wider University.

Key Responsibilities

1. Research

- Conduct and publish high quality, impactful research, including outputs suitable for the Research Excellence Framework, on one or more of the following areas of the Fitzwilliam Museum's collection, in line with the Museum's Mission: literary archives and autographs; artists' archives.
- Initiate and foster research partnerships within the University of Cambridge, including the University of Cambridge Museums, University Library, Departments and research networks (including CRASSH, Cambridge Visual Culture and the Collections-Connections-Communities Strategic Research Initiative). Collaborations with other Universities, museums, archives and libraries in the UK and beyond will be encouraged;
- Prepare proposals and funding applications to external bodies, as necessary; may also lead research teams on externally-funded projects, with responsibility for the management of the project budget;
- Contribute to developing the Museum's long-term research strategy for its archival collections, working closely with the University Library and relevant faculties (notably English, History of Art, and Music) actively seeking connections between archives and other museum collections, and seeking to highlight multiple and novel perspectives on the collections and their history;
- Be prepared and able to communicate material of a specialist or highly technical nature to non-specialist audiences, and consider methods of engaging audiences around these collections and related research;

- Help shape and deliver, with colleagues in the museum and across Cambridge, an innovative programme of public programming around these collections, which might include artist commissions;
- Plan and manage their own research and administrative activities in efficient and timely fashion.

2. CURATORIAL & DOCUMENTATION

- Maintain and improve physical and digital access to the collections of literary and artistic archives, ensuring documentation is undertaken to a high standard, working with colleagues in documentation, digital and IT to add information on appropriate databases.
- Contribute to online content including website, podcasts, blogs and other digital resources.
- Support and contribute to the management, care and security of relevant parts of both collections, including ensuring compliance with accreditation policies.
- Respond to public enquiries; facilitate and supervise access to relevant parts of the collections for students, research staff, visiting scholars and the public; liaise with conservation staff regarding object treatment and condition; supervise [interns](#) and volunteers.
- Support and contribute to the loans programmes, working with the Registrar (Fitzwilliam Museum), liaising with staff at borrowing institutions, act as courier for national and international loans of collections..
- Identify collections and items for acquisition, in line with the Museum's mission and Collections Development Strategy and Policy

3. Teaching & Supervision

- Contribute to the public engagement and teaching responsibilities of the Museum;
- Assist with the organisation and delivery of seminars, object-handling sessions, gallery visits and lunchtime lectures to Cambridge University students as well as students from other HEIs, scholars, and the broadest possible general public;
- Assist with the organisation and delivery of specialist outreach sessions to diverse museum audiences;
- Attend relevant training for the role and own professional development.

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4. Other duties

- Promote the interests of the Fitzwilliam Museum generally, upholding institutional values and contribute, as appropriate, to mission, organisational policies and plans including: financial resilience, diversity and inclusion, anti-racism and environmental sustainability.
- Liaise with the Museum's Development and Communications teams to raise the profile of the collections, research, displays and projects providing information and other support for marketing and press material, events, and media as appropriate.
- Provide information and advice and collaborate with Museum partners across the University of Cambridge Museums, liaising and expanding Museum networks within Cambridge and beyond.
- Assist the Director, Deputy Directors, Keepers and other colleagues in formulation of strategic Museum policies, as required. S/he will be expected to contribute to museum policy, and in some cases to national GLAM sector advisory bodies, reviews and consultations.
- The role holder will participate in museum meetings and working parties, and contribute to proposals and reports, as appropriate.
- They will promote the interests of the Department and the Museum generally.

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none">• PhD, or equivalent level of knowledge and experience of working with literary and artistic archives and their historical and cultural context.• Track record of research outputs (e.g. publications, exhibitions, digital resources) related to literary and artistic archives.
Specialist knowledge & skills	<ul style="list-style-type: none">• Knowledge and experience of working in a Museum, library or archive• An inter-disciplinary approach to research and commitment to its cross-functional applications.• Excellent IT skills, notably in terms of databases, and skilled use of IT to improve efficiency and services related to archival collections
Interpersonal & communication skills	<ul style="list-style-type: none">• A flexible, supportive and collaborative team-working style combined with professionalism, respect for others, tact, discretion and fair judgement.• Ability to communicate clearly when speaking to a wide range of audiences. Strong digital and presentation skills.• Ability to prioritise and attention to detail.• Ability to develop, establish and utilise internal and external relationships with individuals and institutions.• Ability to plan, co-ordinate and project manage programmes, activities and events.• Excellent command of the English language.• Excellent digital skills, notably in terms of databases

Relevant experience	<ul style="list-style-type: none"> • Experience of a wide range of curatorial work in a museum, library or archives, particularly working with literary and artistic archives. • Proven skill in managing work-flow to deadlines • Experience of teaching • Experience of the principles and practice of museum documentation
Additional requirements	<ul style="list-style-type: none"> • A commitment to inclusion, anti-racism and environmental sustainability. • Direct, hands-on experience of handling relevant works of art/objects, and working with artists and other creative practitioners. • A commitment to expanding knowledge beyond the role holder's field of expertise. • A mutually supportive and collaborative team working style, combining a "can do" attitude with or without input from colleagues. • Knowledge of the principles and practice of museum documentation. • Ability to travel in the UK and internationally, and to work flexible hours

Terms and Conditions

Location	The Fitzwilliam Museum
Working pattern	Full-Time; Monday – Friday
Hours of work	<p>There are no conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.</p> <p>Please note that core hours for Fitzwilliam Museum staff working in the main museum building are Monday to Friday, 8.30am to 5pm and staff are normally expected to be at work between those times.</p>
Length of appointment	36 months
Probation period	6 9 Months
Annual leave	In the full University year, 41 working days including Public Holidays and periods when the Museum is closed (24 – 26 and 31 December; 1 January; Good Friday).
Pension eligibility	<p>Universities Superannuation Scheme (USS)</p> <p>Pension scheme details are available on our web pages at: http://www.admin.cam.ac.uk/offices/pensions/schemes.html. Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/</p>
Retirement age	The University does not operate a retirement age for unestablished research staff.
Closing date	Midnight, Sunday 30 January 2022

Expected date for interview	24 February 2022
How to apply	To submit an application for this vacancy, please click on the link in the 'Apply online' button on the advert published on the University's Job Opportunities pages

Screening 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 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.

General Information

The University of Cambridge

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 £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 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 students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our 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 we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

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.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The University of Cambridge Museums (UCM)

The University of Cambridge Museums is a consortium of the eight University Museums and the Cambridge University Botanic Garden, which works in partnership with other Cambridge University collections as well as with museums and other partners regionally, nationally and internationally.

The University's collections are a world-class resource for researchers, students and members of the public representing the country's highest concentration of internationally important collections, all within walking distance of the City Centre.

Through a collaborative, audience-facing approach, UCM programmes focus on unlocking the University's collections, and the research activities which underpin them, for a larger and more diverse audience and through sector support and partnership.

The UCM NPO programme for 2018-22 will be delivered by:

- The Fitzwilliam Museum
- The Museum of Archaeology and Anthropology
- The Sedgwick Museum of Earth Sciences
- The Museum of Zoology
- The Whipple Museum of the History of Science
- The Polar Museum, Scott Polar Research Institute
- Museum of Classical Archaeology
- Cambridge University Botanic Garden

Kettle's Yard and the University Library are associate partners, and part of the wider UCM Steering Group.

The UCM Programme and Team are based at the Fitzwilliam Museum, which is the lead partner for the UCM NPO funding and represents the UCM at the National Museums Directors Council. The Fitzwilliam Museum provide management and financial oversight and administrative support for the UCM programme.

The Fitzwilliam Museum

The Fitzwilliam Museum was founded in 1816 by the bequest of Richard, Viscount Fitzwilliam, an eighteenth-century collector whose gift to the University included funding for the original building on Trumpington Street which opened to the public in 1848. Since then the Museum and its collections have continued to grow, thanks to generations of benefactors. Today, it houses over half a million works of art and antiquities spanning centuries and civilisations and has an international reputation for excellence in research, exhibitions and education programmes. The Fitzwilliam Museum's collections were awarded designated status by the Arts Council England in 1997. The Hamilton Kerr Institute (HKI) at Whittlesford is a department of the Museum.

The Fitzwilliam is the lead for the University of Cambridge Museums (UCM) partnership, one of 12 museum services across England in the Arts Council's National Portfolio at Band 3 (Band 3 National Portfolio Organisations (NPOs) are those in receipt of over £1 million of Arts Council NPO funding per annum), with a responsibility for sector leadership and support. The Fitzwilliam is also the recipient of the second largest investment made by Research England's Museums, Galleries and Collections Fund.

The Museum welcomes over 400,000 visitors a year. In addition to its function as the principal museum of the University, the Fitzwilliam offers a wide range of education and information services for the general public and provides the principal museum service to Cambridgeshire and neighbouring counties. It also provides the wider HE community with unparalleled research access to the collections through its study rooms and reference library. In more recent years, research undertaken by staff at the Museum and the University's departments has given rise to exhibitions, loans, publications and conferences. The Museum's extensive online resources are used by a world-wide audience of scholars, teachers and learners. Its last major capital extension was the £12 million Courtyard Development which was completed in 2004. Since 2015, the Museum has been working with University Estates Management and the architects MUMA on a Masterplan for the Museum, which has been approved in principle by the University's Capital Project Group and Planning and Resources Committee. It is envisaged that the Masterplan will be delivered in four phases over 10 to 15 years, subject to funding.

The Museum is a Non-School Institution of the University. It is overseen by the Fitzwilliam Museum Syndicate, a statutory body which reports to the University General Board. The Museum's Director is a member of the General

Board's Museum Committee and the Cambridge Museums Steering Group which both bring together all eight museums and the Botanic Garden.

There are currently three divisions within the Museum, each headed by an Assistant Director reporting to the Director. Operations and Engagement combines the operational functions of the museum (finance, HR, facilities, visitor services, Digital and IT and public engagement (communications, public programmes and learning). Conservation includes the Hamilton Kerr Institute (which has its own Director who reports to the Museum Director) at Whittlesford, as well as in-house provision. Collections comprises the five curatorial departments of the museum together with the Exhibitions and Registrars' department. In addition, the Museum Development Office and the Managing Director of Fitzwilliam Museum Enterprises report directly to the Director. In all there are approximately 200 members of staff and over 100 volunteers. In 2016-17 the Museum's turnover was approximately £16.6 million, of which £1.44 million was from HEFCE's Museums, Galleries and Collections Fund and £1.46 million was from the Arts Council.

For more information on the Fitzwilliam Museum, please visit <http://www.fitzmuseum.cam.ac.uk>

What the University can offer you

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.

CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs.

A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

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 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated 'outstanding' workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme> provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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.

The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

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.jobs.cam.ac.uk/applying/disability/>.

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, Sarah Hurst, who is responsible for recruitment to this position, on 01223 474840 or by email recruitment@fitzmuseum.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.