

JOB DESCRIPTION

Job Title:	Research Network Administrator
Division:	Research and Collections
Department:	Research
Salary:	£26,940 per annum pro rata
Contract:	Fixed term until March 2019, part-time 1 day a week
Reporting to:	Senior Postgraduate Programme Tutor

Background and Purpose of Job

The V&A is Britain's national museum of art, design and performance, and is one of the greatest museums of decorative arts in the world. The national collections of the art of photography, watercolours, furniture and woodwork, miniatures, sculpture, silver, jewellery and metalwork, textiles, dress, theatre and performance are all held at the V&A, and the V&A is home to the National Art Library. The V&A's purpose is to enable everyone to enjoy its collections and explore the cultures that created them; and to inspire those who shape contemporary design.

The Arts and Humanities Research Council (AHRC) has recently awarded the V&A funding for a Research Network on the subject of Architectural Models. The Museum has a collection of architectural models, and has an interest in promoting their study, care and display. The Network aims to encourage and enable international research and knowledge-exchange between everyone engaged with architectural models: architects, model-makers, academics, curators, conservators and museum educators.

The Network is composed of a Principal Investigator and a Co-investigator, both based at the V&A, as well as a core of international network partners: the Architectural Association, London; the Architekturmuseum München / TU München; the Centre National de la Recherche Scientifique, UMR 3495 CNRS/MCC MAP, Marseille; the École Pratique des Haute Études, Paris; the Royal Institute of British Architects, London; and Sir John Soane's Museum, London.

The Network will result in a number of outputs. It will convene three workshops for the core partners and invited participants; it will host a public-facing, evening event and it will pilot an online resource for professional and public audiences about international architectural model collections, bibliographies and research resources.

The purpose of the Research Network Administrator is to help ensure the smooth-running of the Research Network and to assist with the delivery of these outputs.

Main tasks

1. To provide administrative support for the AHRC-funded Research Network 'Architectural Models in context: creativity, skill and spectacle'.
2. To assist with organising and minuting the regular Research Network meetings.

3. To assist with the administration of the Research Network's expenses.
4. To assist with the planning and delivery of three workshops for the Network Partners and invited participants, including making room bookings, and making accommodation and travel arrangements for participants.
5. To assist with the planning and delivery of the public-facing, evening event.
6. To assist with the running of the network's social media presence, including its website and Twitter account.
7. To collate network outputs, including transcriptions of events, and upload material to the website.
8. To maintain the research resource content of the website, including bibliographies and lists of relevant resources.
9. To be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
10. To be security conscious, ensure familiarity and co-operation with all museum security procedures, wearing a security pass at all times when on Museum premises.
11. To promote equality and diversity in all aspects of work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect.
12. To contribute actively to developments that support the museum's strategy for widening access, inclusion and diversity.
13. To carry out ad hoc duties as requested by the Principal Investigator and Co-investigator of the Research Network.

PERSON SPECIFICATION

Essential requirements

1. Exceptional organisation, and an ability to undertake complex practical, organisational and administrative tasks. Meticulousness and a keen attention to detail in all aspects of work, particularly record-keeping.
2. Excellent computer skills (Excel, Photoshop, Powerpoint, etc), and familiarity with online finance administration systems.
3. Experience of working with social media, and the ability to manage information in traditional and digital forms systematically and accurately.
4. Good written and verbal communications skills. Good writing skills, and sound knowledge of grammar and syntax.
5. Evidence of ability to work under pressure, to exercise effective time-management and to work as part of a team.

Desirable requirements

1. An interest in architecture and architectural history
2. A willingness to contribute creatively to the development and outputs of the Research Network

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 7.25 per week.

The salary for this role will be £26,940 per annum pro rata. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays pro rata

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

Childcare Voucher Scheme

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you are having technical difficulties applying online, please use the online chat functionality which can be found on the bottom right hand side of the form. Alternatively, you can contact **Vacancy Filler** directly on **01509 236434**, and quote the role reference number and your application number (if known). Please note, Vacancy Filler are contactable, Monday – Friday between 9.00am – 5.00pm.

If you have any queries regarding the role and/or the V&A's recruitment process, you can email us – contacthr@vam.ac.uk or telephone us on 020 7942 2937 (Working hours Monday – Friday 9.00am – 5.00pm).

Closing date for receipt of applications is 01 December 2017

Interview expenses will not be paid unless there is a prior agreement.