



JOB DESCRIPTION

Job Title:	Head of Postgraduate Programme
Division:	Collections
Department:	Research
Salary:	£51,484- £58,116 per annum
Contract:	Fixed Term for 5 years
Reporting to:	Director of Research and Collections

Background

The V&A Research Department

The V&A is the world's greatest museum of art, design and performance, with over 2.3 million objects spanning more than 5,000 years of human creativity. It was the first museum to establish a designated Research Department and it is home to the UK's leading postgraduate programme in the History of Design and Material Culture (offered in collaboration with the Royal College of Art, with which it has a shared history stretching back to the 1830s).

The Research Department is part of the Collections Division and is charged with facilitating, promoting and conducting research across all aspects of the Museum's activities. The Department consists of a small number of permanent staff and a much larger number of visiting fellows as well as curatorial staff seconded into its ranks in order to work on specific research projects—including exhibitions, publications and externally funded collaborations—that improve knowledge of and access to the Museum's collections. The Department also hosts a large postgraduate community: apart from co-delivering the V&A/RCA History of Design Programme, it plays a central role in the AHRC's Collaborative

Doctoral Partnership (CDP) and Doctoral Training Partnership (DTP) schemes. Thanks to a generous grant from the Andrew W. Mellon Foundation, the V&A has launched a V&A Research Institute (VARI) that will take its flourishing research culture into a new phase and significantly increase the range, visibility and sustainability of the Department's activities.

The V&A/RCA History of Design Postgraduate Programme (MA, MPhil and PhD)

The two-year, full-time taught MA and the MPhil and PhD research degrees are jointly offered by two world-leading centres for scholarship and creativity: the Royal College of Art (RCA) and the Victoria and Albert Museum (V&A). The Programme is co-run and co-delivered by a dedicated academic team based in the Research Department at the V&A and in the School of Humanities at the RCA, and it draws on the facilities and faculties of both institutions. Established in the early 1980s, the Programme currently attracts over 40 MA and PhD students per year. Many of our graduates go on to teach and research in universities worldwide; others work as curators in museums and galleries, as journalists for print and broadcast media and in design practice, cultural heritage and arts management.

The Programme provides a deep training in the tools and approaches available for studying the role of design and material culture in everyday life, across a global geography from 1400 to the present. It uses artefact analysis—digital as well as material—alongside a range of historical methods to generate new perspectives on historical and contemporary issues. It embraces history that is public-facing, experimental and committed to scholarly excellence, as befits its location between public museum and art school.

The Programme is constantly seeking to respond to developments in both the Museum and the field at large. Two new pathways will be developed in the next year: one in the history of photography will take advantage of the transfer of the Royal Photographic Society Collection from the Science Museum to the V&A (making it the world's best collection on the art of photography); and another will focus on the study, management and curation of the material cultures of performance.

Purpose of job

Reporting to the V&A's Director of Research and Collections and working closely with colleagues at the Royal College of Art, the Head of Programme will provide leadership for teaching and learning, research, and management of the resources of the programme and staff. The Head of Programme will work to align the philosophy of the History of Design Programme with the strategic plans of both Museum and College. The V&A's Head of Programme is expected to work in close collaboration with the Head of Programme at the RCA, sharing the academic direction and management of the programme.

The Head of Programme will have an international reputation as a leading researcher in the history of design and material culture and/or its cognate disciplines; and we welcome applicants with particular expertise in the fields of photography and/or performance, the subjects of our two new pathways. S/he will be able to produce research outputs eligible for inclusion in future research audits at a minimum of 3* quality level as defined in REF2014, and to lead, where appropriate, externally funded research projects. The successful candidate will be well positioned—through scholarly expertise and/or administrative experience—to take this flagship programme in exciting new directions, including the development of new pathways for the MA and the expansion of joint research degree programmes.

The V&A's Head of Programme will have a commitment to and experience of collections-based research and teaching as well as developments in higher education in relevant disciplines. The work will involve a balance of management, teaching, research, and knowledge exchange opportunities that involve colleagues throughout the Museum and a range of partners in the universities and creative industries. People working on this programme are encouraged to balance their teaching duties with personal research and/or other Museum business.

The future of the programme depends upon successful recruitment and fundraising strategies, and the successful candidate will show commitment and initiative in these areas, particularly in the effort to raise the proportion of overseas students and increase the quantity and quality of shared PhD students.

Main tasks

Teaching, learning and academic administration

- Propose and initiate appropriate learning, teaching and assessment strategies, curriculum content and organisation and ensure that they are communicated effectively to students.
- Encourage innovation in content and delivery, and support pedagogical innovation in line with developments in higher education.
- Contribute to MA teaching and to the supervision of MA and PhD research, according to the balance of expertise within the Programme team at both V&A and RCA.
- Support the Head of Programme at the RCA in implementing college systems for enabling, supporting and monitoring students' academic progress and personal welfare.

- Participate in student assessments, chair admissions and examinations boards (or delegate to senior tutor as appropriate) and ensure that there is compliance with RCA regulations for the constitution and conduct of admissions and examinations boards.
- Work closely with the Head of Programme and Dean of the School of Humanities at the RCA in ensuring the programme's alignment with the College's systems for academic quality and standards assurance (for example in the preparation of programme annual review documents, appointment of external examiners and internal moderators, leading preparation for, and participation in, periodic validation events).

Recruitment and Fundraising

- Undertake effective recruitment of MA and PhD students, in line with the strategic plans of the Museum and College, including internationalisation of the programme's student body.
- Engage in fundraising for studentships and awards.

Staff and resource management

- Manage the programme team at the V&A in accordance with the Performance Management requirements set by the Museum.
- Manage the relationship between the V&A and Royal College of Art to ensure the smooth running of the programme within each institution and good communication between them, in accordance with the Memorandum of Agreement.
- Manage the V&A programme budget in consultation with the Head of Research.

Engagement with the Museum

- Contribute actively to the intellectual agenda of the Museum and, in particular, to new ways of interpreting the collections.
- Contribute to the life of the Research Department, as directed by the Director of Research and Collections.
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.

- Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
- Ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
- Carry out ad hoc duties as reasonably requested by the Director of Research and Collections.

Research

- Contribute to, and ensure delivery of, research plans and objectives agreed with the director of Research and Collections in line with the Museum's strategic plan. This will include development of research funding applications.
- Maintain and develop a personal research profile. Contribute to the Programme and the Museum's reputation for scholarship, nationally and internationally, through his/her own work, building on his/her existing research and developing new ways of working with the Museum's collections.
- Advise the director of Research and Collections and the Museum's senior management on matters relating to research policy.

PERSON SPECIFICATION

Essential requirements

1. A doctorate.
2. A strong track record of scholarly achievement in a field relevant to both the Programme and the Museum demonstrated by substantial publications which have been well-received within the international academic community.
3. Evidence of a track record in postgraduate teaching at MA and PhD level—with experience of shaping as well as delivering curricula.
4. A demonstrable understanding of the range of postgraduate research and a proven ability to lead in at least one of these sectors.

5. A strong intellectual engagement with the issues involved in researching the Museum's collections and a methodology of teaching which uses objects as primary sources.
6. The ability to apply sound management and financial principles to programme budgets and the management of staff, preferably within the context of a partnership.
7. The ability to be a successful ambassador for the programme within and outside the Museum.
8. A proven ability to work as part of a team.
9. The ability to communicate clearly and effectively with both students and colleagues, in order to create a supportive environment for both.

Desirable requirements

10. An interest in developing at least one of the following areas: the history and theory of photography, the material culture of the performing arts, modern/contemporary design, digital design.
11. A proven track record in attracting private and/or public funding to support research.

OTHER INFORMATION

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £51,484- £58,116 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

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 have any queries regarding the recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937.

Closing date for receipt of applications is 16 December 2016.

The date of interview is 6 January 2017.

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