

## Job Description and selection criteria

Job title	Research Assistant (CVA Online)
Department	Faculty of Classics (Classics Art Research Centre)
Location	Ioannou Centre for Classical and Byzantine Studies
Grade and salary	Grade 6.1: £17.02 per hour
Hours	Full-time (37.5 hours per week) or part-time (minimum 21 hrs per week, 0.56 FTE)
Type	Casual contract (7 – 12 weeks depending on hours)
Reporting to:	Prof Peter Stewart
Closing Date	12pm noon Friday 16 June 2023

### Overview of the role

The purpose of the post is to contribute to the development of the Classical Art Research Centre's Beazley Archive Pottery Database (BAPD) and CVA Online resource by adding data and digital facsimiles from the most recent German volumes of the *Corpus Vasorum Antiquorum* (<https://www.carc.ox.ac.uk>). The post is funded by a grant from the Bavarian Academy of Sciences and Humanities, which is responsible for publishing CVA in Germany. Working under the guidance of other CARC staff, the Research Assistant will edit and add the digital files of the most recent eight German volumes of the *Corpus Vasorum Antiquorum* to the CVA Online webpages; update or create records on the BAPD for the vases covered by the volumes; and edit images from the volumes for inclusion in these records.

The work equates to 250 hours and will be carried out at CARC. There is flexibility about working patterns, but we seek to complete the project by the end of September 2023.

### Responsibilities/duties

Responsibilities may include any or all of the following:

- Identifying new vases from CVA Germany volumes 100-107 in the Beazley Archive Pottery Database (BAPD), and updating the records to take account of the CVA publications.
- Creating new records for vases where they are not already included in the BAPD; this involves describing them accurately and incorporating other information according to the BAPD's editing protocols.
- Editing CVA images and adding them to the BAPD records.

- Editing and processing digital files of CVA text pages and plates for hosting in browsable form on the CVA Online webpages.
- Cross-linking the above facsimiles to BAPD records.
- To carry out other, similar, tasks to enhance the content of the database and CVA Online.
- In carrying out the above duties, to manage own research and administrative activities flexibly and effectively with a high degree of autonomy, subject to guidelines and under the supervision of the Senior Researcher, Dr Thomas Mannack or other CARC staff.

## **Selection criteria**

### **Essential**

- A first degree in a relevant subject, together with experience of research on ancient Athenian pottery.
- Good specialist knowledge of ancient Greek painted pottery sufficient to carry out the duties of the post, subject to guidance.
- Highly developed skills of visual analysis.
- Ability to manage own research and administrative activities, with a very high degree of self-motivation.
- Ability to manage time so as to make progress against on a fixed timescale.
- Excellent communication skills, including the ability to edit and compose BAPD records with complete accuracy and precision.
- Ability to work with a high degree of precision and accuracy in the other aspects of the job.
- Good IT skills, including accurate management of files, scanning of images and digital image processing.
- Reading ability in German at a level appropriate for identifying and using information in the German CVA volumes swiftly and accurately.

### **Desirable**

- Experience of working on databases or using them for research, ideally including the BAPD.
- Experience of file-storage on servers.

## **How to apply**

To apply, please email a brief covering letter and a copy of your CV (including the name of your referee) to [recruitment@classics.ox.ac.uk](mailto:recruitment@classics.ox.ac.uk) by no later than 12pm, UK time, on Friday 16 June 2023.

The covering letter must explain your suitability for the role using examples of your skills and experience with reference to the selection criteria. Your application will be judged on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please ask your referee to e-mail their reference letter, outlining your suitability for the role, to [recruitment@classics.ox.ac.uk](mailto:recruitment@classics.ox.ac.uk) by the same deadline.

Shortlisting is expected to take place the week beginning Monday 19 June.

Interviews will be on Microsoft Teams and are expected to take place the week beginning Monday 26 June.

N.B. Appointment will be subject to the provision of documentary evidence of the right to work in the UK.