

## Madness and Modernity (Oxford Brookes Univ)

Jobs.ac.uk

Project Administrator

Madness and Modernity: Art, Architecture and Mental Illness in Vienna and the Habsburg Empire, 1890-1914

School of Arts and Humanities

(part-time .1fte)

Salary: pro-rata to £17,970 - £19,614

We are looking for someone to provide administrative support to the research project Madness and

Modernity: Art, Architecture and Mental Illness in Vienna and the Habsburg Empire, 1890-1914 . This

AHRB-funded post is for half a day per week and for one year in the first instance.

You will be:

**providing administrative and secretarial support to the project leader**

establishing and maintaining project files

**keeping basic financial records**

acquiring illustrations for publications from museums etc

\* assisting with the administration of major book and exhibition projects

You should have:

**a good honours first degree, or be working towards one, (or equivalent) in humanities**

at least one year's administration experience within an academic or office environment

**excellent IT skills in Microsoft Word and Excel**

good communication skills and excellent written English

**the ability to work independently**

working knowledge of other languages, especially German, Italian, Czech or Polish (would be an advantage), as would experience in website design and maintenance

Ref: 109/15407/SK

Closing date: 26 November 2004 Request an application pack here

Further details and application forms available from:

Human Resources,  
Oxford Brookes University,  
Wheatley Campus  
Oxford OX33 IHX.  
Tel: (01865) 484537 (answerphone).  
Minicom: (01865) 485928

Please quote ref. Number 109/15407/SK with all enquiries.

We are working for equal opportunities. Job sharing is available. Nursery places are possible.

#### Further Details

If you apply for this position, please say you saw it on jobs.ac.uk

URL of this document: <http://jobs.ac.uk/jobfiles/FD143.html>

Date of input: 12/11/04

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#### Reference:

JOB: Madness and Modernity (Oxford Brookes Univ). In: Arthist.net, Nov 15, 2004 (accessed Dec 15, 2025), <<https://arthist.net/archive/26810>>.