

## 4 Freelance Early Career and Doctoral Positions, Paul Mellon Centre, London

Paul Mellon Centre

Application deadline: Jun 19, 2023

Alice Read, London

[1] Freelance Early Career Researchers Network Co-convenor.

[2] Freelance Doctoral Researchers Network Co-convenor.

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[1] Freelance Early Career Researchers Network Co-convenor

The Paul Mellon Centre is looking to appoint two energetic, resourceful and collegiate early career professionals to lead its successful Early Career Researchers Network in 2023-24.

### Background

The Paul Mellon Centre (PMC) is an educational charity that champions new ways of understanding British art history and culture. Through all areas of our work we promote activities that enhance and expand knowledge of British art and architecture. We believe the inclusion of voices, narratives and experiences that have been marginalised or excluded in the past will have a transformational impact on the future of the Centre and upon British art studies in a broader sense. Reflecting these commitments, the Centre supports two networks; the Early Career Researchers Network (ECRN) and the Doctoral Researchers Network (DRN) which together with the British Art Network co-organised with Tate, aim to foster an inclusive sense of community in the field of British art studies and stimulate new research and thinking.

Broadly speaking, the ECRN is aimed at scholars who generally are within five years of receiving their doctorate or have the equivalent level of research experience, but who may no longer enjoy the same level of institutional support and built-in communities afforded to postgraduates and PhD candidates.

### Role Description

These two one-year freelance roles involve collaborating to put together an original and stimulating series of events and activities which focus on sharing research, skills and training for the network in 2023-24, and to co-organise a symposium with the co-convenors of the DRN. The two successful applicants will work closely with the PMC's Networks Manager, Bryony Botwright-Rance, and with the convenors of the PMC's partner network, the DRN.

Fee: £1,500, plus agreed expenses for travel and overnight accommodation for ECRN events.

Duration: July 2023 - August 2024.

Expected Time Commitment: The fee is based on an expectation that each co-convenor will devote approximately ten days for work on research and development of the network programme, plus attendance at

ECRN activities and events. Applicants in employment are asked to secure a letter of support indicating that their employer will consider the time commitment involved as part of their work for the organisation.

Location: Applicants can be based anywhere in the UK.

Application Process: Please apply using our web application form available via <https://thepaulmelloncentre.hrpartner.io/jobs>

If you have any issues applying or have any queries with the web application form, please contact the HR team at [recruitment@paul-mellon-centre.ac.uk](mailto:recruitment@paul-mellon-centre.ac.uk)

Closing Date: 10am, Monday 19 June 2023.

Interviews: Interviews for the posts will be held week commencing Monday 26 June 2023.

#### Organisational Responsibilities

Working together, the co-convenors will:

- maintain the network as a thriving platform for sharing research, learning about best professional practice and developing a range of relevant professional skills
- develop a varied and responsive programme of up to eight training events and activities to sit alongside the PMC's academic programme
- liaise with the DRN in developing a collaborative symposium to occur at the end of the 2023-24 session
- ensure that the ECRN programme is accessible and reflects PMC's stated commitments around equality, diversity and inclusion (set out here)
- agree a programme budget and timeline with the PMC Networks Manager
- attend all ECRN events and, with the support of the PMC team, manage the events online or on site
- prepare promotional material and publicity for the PMC's website, including image selection, copyright clearance and copy

#### Administrative Responsibilities

Working together, the co-convenors will:

- recruit and retain new members with relevant interests and engagements
- work to encourage a diverse membership, in line with PMC's stated commitments around equality, diversity and inclusion (set out here)
- manage the network's social media channels and internal communications, as well as mailshots
- liaise between the PMC Networks Manager and members to reimburse the latter for travel to network events
- endeavour to enhance the visibility and scholarly profile of the network
- manage the membership database and mailing list and ensure that these are General Data Protection Regulation (GDPR) compliant in line with PMC's policies (GDPR training will be provided)
- maintain the network's relationship with university departments, museums, galleries and other scholarly and artistic organisations

#### Person Specification

##### Essential

Have completed a PhD on a British art-related topic within the last five years or have comparable academic research experience.

Be research active in the field British art history, broadly understood.

Be able to self-motivate, think creatively and work responsively.

Be prepared to work collaboratively.

Be knowledgeable of current debates in art history, and of the wider intellectual currents shaping the field.

Understand and be ready to implement organisational commitments in the areas of equity, access, diversity and inclusion.

Desirable

Effective database management skills.

Experience of managing social media accounts.

Have practical experience of working collaboratively.

Experience of managing the administration of a project.

Experience of creating accessible and inclusive events and/or training programmes.

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[2] Freelance Doctoral Researchers Network Co-convenor

The Paul Mellon Centre is looking to appoint two energetic, resourceful and collegiate doctoral students to lead its successful Doctoral Researchers Network in 2023-24.

Background

The Paul Mellon Centre (PMC) is an educational charity that champions new ways of understanding British art history and culture. Through all areas of our work we promote activities that enhance and expand knowledge of British art and architecture. We believe the inclusion of voices, narratives and experiences that have been marginalised or excluded in the past will have a transformational impact on the future of the Centre and upon British art studies in a broader sense. Reflecting these commitments, the Centre supports two networks, the Doctoral Researchers Network (DRN) and the Early Career Researchers Network (ECRN) which together with the British Art Network co-organised with Tate, aim to foster an inclusive sense of community in the field of British art studies and stimulate new research and thinking.

The DRN provides a support system for students in British art and architecture as they embark on this key element of their academic careers. Members are expected to be currently registered for doctoral research and be based in the UK.

Role Description

These two one-year freelance roles involve collaborating to put together an original and stimulating series of events and activities which focus on sharing research, skills and training for the network in 2023–24 and to co-organise a symposium with the co-convenors of the ECRN. The two successful applicants will work closely with the PMC's Networks Manager, Bryony Botwright-Rance, and with the convenors of the PMC's partner network, the ECRN.

Fee: £1,500, plus agreed expenses for travel and overnight accommodation for DRN events.

Duration: July 2023 - August 2024.

Expected Time Commitment: The fee is based on an expectation that each co-convenor will devote approximately ten days for work on research and development of the network programme, plus attendance at DRN activities and events.

Location: Applicants can be based anywhere in the UK. You must be willing to travel to attend in person at DRN events.

Application Process: Please apply using our web application form available via <https://thepaulmelloncentre.hrpartner.io/jobs>

If you have any issues applying or have any queries with the web application form, please contact the HR team at [recruitment@paul-mellon-centre.ac.uk](mailto:recruitment@paul-mellon-centre.ac.uk)

Closing Date: 10am, Monday 19 June 2023.

Interviews: Interviews for the posts will be held week commencing Monday 26 June 2023.

#### Organisational Responsibilities

Working together, the co-convenors will:

- maintain the network as a thriving platform for sharing research, peer-to-peer learning and developing a range of relevant skills
- develop a varied and responsive programme of up to eight training events and activities to sit alongside the PMC's academic programme
- liaise with the ECRN in developing a collaborative symposium to occur at the end of the 2023-24 session
- ensure that the DRN programme is accessible and reflects PMC's stated commitments around equality, diversity and inclusion
- agree a programme budget and timeline with the PMC Networks Manager
- attend all DRN events and, with the support of the PMC team, manage the events online or onsite
- prepare promotional material and publicity for the PMC's website, including image selection, copyright clearance and copy

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- manage the membership database and mailing list and ensure that these are General Data Protection Regulation (GDPR) compliant in line with PMC's policies (GDPR training will be provided)
- maintain the network's relationship with university departments, museums, galleries and other scholarly and artistic organisations

#### Person Specification

##### Essential

Be studying for a PhD on a British art-related topic, of any period (including the fields of fine art/architecture/visual culture/film and media).

Be able to self-motivate, think creatively and work responsively.

Be prepared to work collaboratively.

Be knowledgeable of current debates in doctoral research, and of the wider intellectual currents shaping the field of art history.

Understand and be ready to implement organisational commitments in the areas of equity, access, diversity and inclusion.

Desirable

Effective database management skills.

Experience of managing social media accounts.

Practical experience of working collaboratively.

Demonstrable experience in organising events.

Experience of managing the administration of a project.

Experience of creating accessible and inclusive events and/or training programmes.

Reference:

JOB: 4 Freelance Early Career and Doctoral Positions, Paul Mellon Centre, London. In: ArtHist.net, Jun 7, 2023 (accessed May 9, 2025), <<https://arthist.net/archive/39476>>.