

Working at The Hunterian



University
of Glasgow

Introduction to The Hunterian

As an integral part of the University of Glasgow, The Hunterian preserves and develops its collections and expertise for innovation and engagement, to create meaning, value and relevance with academic, museum and civic communities. It is our vision to be an ethical and accessible museum organisation that engages critically with its historic legacy for the benefit of all its stakeholders and audiences, in support of the University's effort to positively affect society.

We have an amazing team who work in different roles to take care of collections, welcome visitors through our doors, research and share the stories of the objects, run events, develop digital engagement, manage the organisation and work to build and sustain partnerships and relationships with our communities.



Our People

The Hunterian wants to expand physical and digital access to the collections, to work in partnership with a wider range of communities and to foster an inclusive, supportive and fair working environment that enables every member of staff to engage confidently with our goals.

The Hunterian is engaged in a Changing Museum programme, which centres on being an inclusive and diverse place to work. The Hunterian aims to empower individuals and promote a fair, equitable way of working.

- We are addressing our recruitment practices to ensure equal access and to help diversify our team.
- We ensure equal access to opportunities for skills and career development and encourage all staff to look at their professional development.
- Staff training programmes include a focus on values, inclusion and behaviours.
- We aim to have empathetic staff support that is accommodating of childcare, sickness and external commitments.
- We provide a range of flexible working options depending on role, mentoring and work shadowing programmes.



Organisational Values

We are a values-led organisation:

Ambitious

- We influence our sector by experimenting and prototyping ways of working.
- We create rich and meaningful physical and digital experiences.
- We develop sustainable practice for the benefit of future generations of practitioners and stakeholders.

Transparent

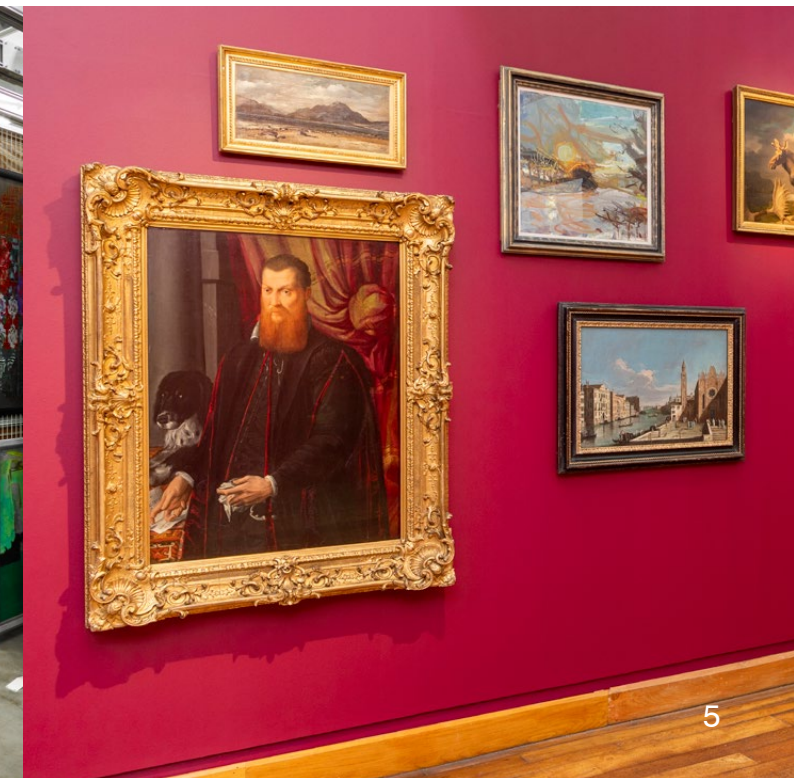
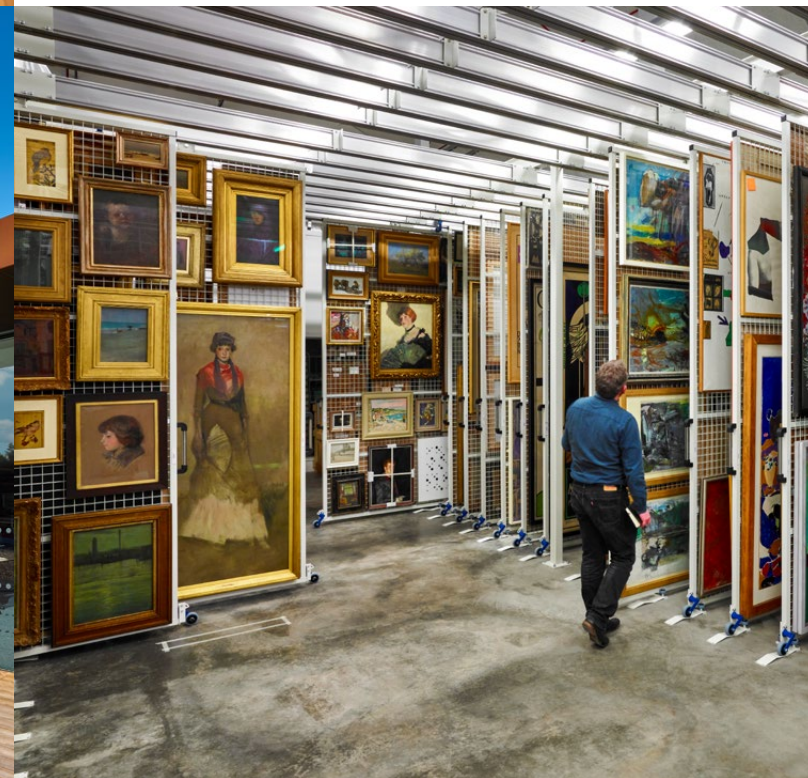
- We maintain integrity in dealing with our staff, stakeholders and audiences.
- We are honest in our examination of the past and how we represent the, sometimes uncomfortable, narratives present in our history.
- We evaluate projects and practices critically and honestly, to learn and improve.

Curious

- We welcome the knowledge, experience and perspectives of others to co-curate collections and displays.
- We provide the infrastructure necessary to document and preserve growing dynamic datasets for university and public users.
- We pioneer and promote innovative collections-based learning, research and engagement, while learning from the best practices of others.

Inclusive

- We are inclusive and equitable in our staffing, partnerships, programming and opportunities for learning and professional development.
- We collaborate and share our initiatives generously with our sector.
- We support and encourage the use and re-use of collections in new ways and by people of all backgrounds and abilities.



Staff Spotlights

We asked our staff to share their perspectives on working at The Hunterian, what their roles entail and their day-to-day activities. Here are a few snippets of what they had to say, which will hopefully give you an insight into our work.

To find out more [read our full Staff Spotlights here](#).



What made you want to work here?

"I wanted to work at The Hunterian because of its commitment to object-based teaching and making the stored collections accessible to all. As a Collections Assistant, I get to work with lecturers, researchers and visitors to our study centre and facilitate their interactions with collections. It is always inspiring to see various ways in which people engage with objects which are not behind glass."

– Michalina Szymanska, Collections Management Assistant and Scoping Project Collections Officer

"The Hunterian offered me the chance to be creative and expressive, as well as the opportunity for training I felt was relevant to a future career in the arts and education sector – although I did not necessarily have a clear vision of what that might look like at the time."

– Struan McCorrisken, Visitor Experience Assistant

What is a typical day like for you?

"I get to talk about art, dinosaurs, and Romans, and meet lovely visitors, while being part of a team filled with interesting, fabulous people. Most days, it doesn't feel like work at all, rather it's a sort of bohemian clubhouse where you get to talk to wonderful people about art and history all day."

– Struan McCorrisken, Visitor Experience Assistant

"I observe where pinch points are for visitors, where areas get too busy or are heavily used, and look at ways to make the visitor journey easier and more enjoyable. If there are maintenance issues, I try to resolve them as quickly as possible. I listen out for ways to recognise the team for the work that they do. There are lots of discretionary actions the team take daily to help visitors enjoy their day and I try to ensure that I celebrate those gestures."

– Wendy Meyer, Visitor Experience Manager

"Some days I might be delivering craft activities for children, or hosting talks that bring University research and our collections to audiences across the world, and on others I'm writing social media content that tries to highlight some of the amazing stories that can be told through our collections!"

– Eleni Stavrou, Communications and Audiences Coordinator

What three words would you use to describe your experience working at The Hunterian?

Pleasurable Interesting
Dynamic Energetic Rewarding
Fascinating Creative Exciting
Positive Joyous
Evolving Fun Inspiring
Pride Engaging Gold-Star
Educational Stimulating Eventful
Enjoyable Varied
Communicative

Locations and Working Hours

Depending on your job, you may work in the office at Kelvin Hall, in the Museum or Art Gallery, or in our collections stores in various locations.

Staff working in the venues work according to a staffing rota.

Kelvin Hall based staff work to core hours of 10.00am to 4.00pm, Monday to Friday. There is flexibility on working hours and location, depending on the role.

Hunterian Museum

The Hunterian Museum is in the historic Gilbert Scott building and is open to the public every day except Mondays. Staff still work in the venue on Mondays providing access for groups, teaching and conservation. It has a staffroom and offices which are not step free but there is lift access to all of the public areas.

Hunterian Art Gallery

The Hunterian Art Gallery is located next to the University Library and is open to the public every day except Mondays. Staff still work in the venue on Mondays providing access for groups, teaching and conservation. It has a staffroom and offices in the basement level which are step free. The Mackintosh House, the historic reassembled interior of Charles Rennie Mackintosh's home, is part of the Art Gallery and is only accessible via narrow staircases.

Hunterian Zoology Museum

The Hunterian Zoology Museum is open to the public Monday to Friday and is the location for teaching and events. Staff occasionally work in the museum in different ways, teaching classes, running family activities or installing displays but no Hunterian staff are based there as a primary work location. It has limited staff facilities, and not all areas are step free.

Kelvin Hall

Kelvin Hall houses the central office, main store, and teaching and research spaces for The Hunterian. Here, you can find colleagues from Curatorial, Collections Management, Audience Engagement, and Business Support, as well as our Leadership Team. Operating over three floors, Kelvin Hall has a ramped entrance and reception, step-free access to upper floors, accessible toilets on each level, and a café.

Hunterian Stores

The Hunterian has number of stores scattered around Glasgow, some located within walking distance of the University Campus and others a drive away. The majority of the stores are in warehouses and have varying access to facilities. Most of those spaces do not offer step-free access and are not accessible to the public, except for Kelvin Hall, which is accessible by appointment. At present staff work in the stores on an ad hoc basis.

Working Week

- The standard working week is 35 hours.
- Everyone has different requirements in their job and The Hunterian wants to support flexibility where possible, dependant on role.
- Where appropriate, staff can work from home for some of the week, but the expectation is they will be in the office 2-3 days per week as a minimum.
- We support a culture of flexible working. Some people work in the evenings or at weekends, others may choose to do some work outside of core hours but there is no expectation for staff to check or respond to emails outside working hours.
- Core hours for The Hunterian are 10.00am to 4.00pm. Where possible meetings will be only be arranged between these times. In addition, we try to have 'meeting free' lunch times.



Applying for a Job? FAQs and Top Tips

How will I get a feel for the organisation and what it is like to work at The Hunterian?

If you can, it would be a good idea to visit our venues – the Hunterian Museum, Hunterian Art Gallery and Zoology Museum. You can explore our [website](#) and [blog](#) to find out more about our work and make sure you have had a read of the [strategy](#) – this outlines what we are trying to achieve and how.

You can also contact the named person on the job advert to find out a bit more about the role.

We have put together this booklet to try and give you a bit of insight into The Hunterian. We are also part of the University of Glasgow and there is lots of information available on the University's website about [the benefits of working with us](#).

The University of Glasgow is committed to **Fair Work First**.

About the Job

What does the role pay?

Salary will be listed on the job advert. This is set according to a pay scale which is defined by the nature of the role and the level of responsibility. If the job advert states pro rata then the salary will be adjusted based on the number of contracted hours. A full-time contract at The Hunterian is 35 hours a week. If the contract is for part time hours the salary will reduce accordingly.

You can [find out more about pay scales on the University website](#).

Where will the role be based?

This should be explained in the job description. Most visitor experience jobs are based in the Hunterian Museum or Hunterian Art Gallery. Most other roles are based in Kelvin Hall.

I am not a UK citizen; will the museum be able to sponsor a work visa?

We encourage everyone to apply for our jobs, but not all roles will be eligible for sponsorship. This will be clearly detailed in the job advert.

I am disabled and may need some support to carry out this role.

How can I discuss this?

The University of Glasgow is committed to disability equality and ensuring all staff, students and visitors have a positive experience of the work, learning, teaching and research environment. The University is a disability confident employer, and provides a wide range of specialist support, provision and guidance for staff with disabilities.

Alongside this commitment, the University has a duty under the Equality Act 2010 to make 'reasonable adjustments' to workplace arrangements to remove, reduce and prevent barriers or disadvantage to disabled and neurodivergent colleagues.

[Find out more at the dedicated portal.](#)



Completing an Application

The University of Glasgow has a **Recruitment Toolkit online** that can help you with your application.

We have some answers to some common questions here to help you.

How do I apply?

You will need to register for an account on the University of Glasgow jobs website. When you have done this, you will be able to apply for the role. You will need to upload a covering letter and CV. You can do this as a PDF or a Word document.

What time does the application process finish on the closing date?

The application process will close at 11.59pm (UK time) on the closing date.

Where can I find the person specification?

For every role there is a Job Description which outlines the responsibilities of the role. This Job Description also includes a Person Specification which will detail the knowledge, qualifications, skills and experience you need for the role.

Anything listed as an Essential Criteria is essential for the role. You will not get an interview if you can't show how you meet these criteria. Desirable Criteria are then used to help select a shortlist.

How should I approach the covering letter?

Your covering letter is your opportunity to show how well you can meet the Essential and Desirable criteria listed on the Person Specification.

It is a good idea to approach this point by point in your covering letter and give evidence or examples of how you meet these criteria.

Your examples could be in different settings or show transferable skills; they don't have to be in a museum setting.

Your covering letter will probably be about one to two sides of A4.

What should I include in my CV?

Your CV should capture the essential criteria such as qualifications, experience and training relevant to your role. The length will depend on the role, but a good guide length is two sides of A4.

You should cover your full career and education but provide more detail on more relevant or recent roles.

I have a disability, and I will require some support in completing the application process.

As a supportive employer, the University will consider a range of reasonable adjustments in the recruitment process. Please [visit the University website to find out more](#). If you require additional support/alternative formats in submitting your application, please contact the Recruitment team – their contact details will be listed on the job advert.

After Submitting my Application

How will I know that you have received my application?

We will send you an email thanking you for your application and to confirm that your application has been submitted.

When will I find out if I have been shortlisted for interview or not?

We aim to let all applicants know by email if they have been selected for interview within two weeks of the closing date.

Will I be notified if my application is unsuccessful?

Yes, we will email you and confirm that your application has been unsuccessful on this occasion. If you have been unsuccessful on this occasion, we would welcome you to apply for other jobs in the future.

It has been more than a week after the closing date, and I haven't heard any response to my application.

We aim to notify all applicants on the outcome of their application within two weeks. If you have not heard from us within this timeframe, you can contact the Recruitment team – their contact details will be listed on the job advert.

If my application was not shortlisted for interview, will I receive any feedback on my application?

We would like to be able to provide feedback to everyone who takes the time to apply for one of our job vacancies. Unfortunately, as we receive a large number of applications for our roles, it is not possible for us to come back to everyone who has applied and not been shortlisted for interview.

Can I send in my CV in case you have any jobs coming up?

Unfortunately, we do not accept CVs or applications to hold on file.

Interview

When will I hear if I have an interview?

You will usually hear that you have an interview within two weeks of the closing date. If you have not heard after this time, then you are unlikely to have been shortlisted. Unfortunately, we are not able to provide individual feedback to all applicants. If you have been shortlisted for interview you will be given at least a week's notice of the interview date. You will be informed of where to go, how long the interview will last and whether you will be required to do a presentation or any tests.

I have a disability, and I will require some support in attending the interview and/or completing any tests.

As a disability confident employer, we are committed to inclusive and accessible recruitment and providing reasonable adjustments. Please email to advise us of any support needs you have, and we will make the necessary arrangements.

What do I do if I cannot make the interview date?

We will try to accommodate the availability of shortlisted candidates as best we can, but this will not always be possible.

Do I need to attend in person, or can I attend online?

We can sometimes make provision to interview online, especially if you are not based in Glasgow.

Please contact the University of Glasgow's People and Organisational Development team to discuss this.

Can I get any help with travel expenses?

The University can only help with travel expenses for some roles, Grade 6 and above. You can [find more information on the University website](#).

Will I need to do any tests or presentations?

For some roles we ask candidates to give a presentation. This should be specific to your skills and experience and should not focus on The Hunterian. You will be given notice of the need to do this and advised if it should be verbal, PowerPoint etc.

You may be asked to complete tests or activities during the interview process, depending on the role. The same activity will be given to all candidates. If you need any support or extra time to complete these then please let us know.

Attending an Interview

How will I know where to go for the interview and who I will be meeting?

When you have booked your interview slot, you will be provided with information about the location of your interview and who will be greeting you. You will be given an idea of what to expect in terms of timings and who will be on your interview panel. We aim for interview panels to be diverse.

You should dress smartly but in something comfortable. The interview is an opportunity to meet the team, discuss your approach to the role and to show your skills and experience. Interviews can be nerve wracking, but we want you to do well and aim to create a comfortable environment for you to do so.



I have an interview, but I am running late, am lost or have gone to the wrong venue for the interview.

Please don't worry and call us on 0141 330 4221 to let us know.

Interview Questions

We will be asking you questions relevant to the role you have applied for.

We will ask you questions about our values which are:

- Transparent
- Inclusive
- Ambitious
- Curious

You will be sent questions or question areas in advance of your interview.

Questions might cover things like:

- Can you tell us about your current position and the transferable skills/relevant experience that you can bring to this position?
- Can you tell us about any equality, diversity or inclusion training you have done and how you put this into practice in the workplace?
- Tell us about a time when you had to work closely with someone whose personality was very different from yours? How did you approach this?
- Some job roles require specific competencies, for example, around the handling of museum objects. We may include a practical exercise in the interview. You will be informed beforehand if that would be the case.

I haven't heard anything after attending an interview.

The Human Resources team aim to inform interview candidates of the outcome of their interview within two weeks of their interview date. If you haven't heard from us two weeks past your interview, we are sorry about this. Please contact us and we will look into this and respond as soon as we can.

If I am unsuccessful following my interview, can I get feedback?

Yes, we are happy to provide you with constructive feedback if you are unsuccessful. We will provide you with a contact, in case you wish to discuss your interview performance.

Starting the Job

Salary and Annual Leave

The salary for posts will be as it appears in both the advertisement and job description. New starters are normally appointed to the bottom of the advertised salary scale.

Employees are paid on the last working day of the month via BACS. Starters before the 15th of the month will be paid their first salary on the last working day of that month; those starting after 15th will be paid in the following month.

The University provides 32 days annual leave (of which four are typically fixed days at Christmas and New Year) plus nine public holidays. Part-time employees receive a pro rata entitlement often expressed in hours.

Induction

Staff will undertake an induction process which involves University of Glasgow induction and mandatory online training, a full induction to The Hunterian and a role-based induction. This will be phased over a period of months to equip you for your role.

Probation

Staff who join the University of Glasgow are contractually required to complete a 6-month probationary period. This ensures that new employees are supported to perform to the standard expected of them and to ensure that you have the required knowledge, skills and ability to carry out your role.





The Hunterian

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