

Applicant Information

Introduction to The Story Museum

The Story Museum celebrates the power of story in all its forms - in our exciting building in central Oxford and out in schools and the community.

We create imaginative, immersive exhibitions and events that invite our visitors to explore stories in all forms drawn from across time and around the world. This amazing public venue includes Galleries (the Whispering Wood & Enchanted Library), Small Worlds, the Woodshed theatre, birthday party rooms, café spaces and a gift shop.

The Story Museum has an established development programme for young people ranging from work experience and Young Producer placements to Apprenticeships & Internships.

General Information

Equal opportunities

The Story Museum is committed to increasing the diversity of our creative programme, workforce and audiences to ensure the highest quality and impact of our work. We particularly welcome applications from people currently under-represented at our Museum and the wider sector. This includes people from the Global Majority; people with disabilities; and people from socio-economically disadvantaged backgrounds. Our recruitment process is designed to offer fair access to employment at the Museum and uses all permissible measures outlined in the Equalities Act 2010 to increase the diversity of our workforce.

As a disability confident employer, we are committed to inclusive and accessible recruitment, this includes making reasonable adjustments throughout the recruitment process for people who have a disability. Therefore if you would like us to provide recruitment information or application documents in an alternative format, please contact us on 01865 790050 or via helpdesk@storymuseum.org.uk providing details of the job you are applying for and how we can help.



Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria however we guarantee to interview the highest scoring disabled applicant.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. By signing and submitting your Personal Statement you are giving your permission to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. A copy of the Story Museum's Privacy Notice for Job Applicants is available to download on the Vacancies page.

Work Permits

Under the Asylum and Immigration Act 1996, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

References and Certificates

In the event of a conditional offer of employment being made, we will take up references and where applicable (and as identified on the Job Description) a DBS check will be made, prior to the offer being confirmed.

Pre-Application visit

Two complimentary tickets are available for you to make a visit prior to application or interview. Please contact hannah.floate@storymuseum.org.uk or 01865 790050 and your visit time will be booked confidentially.

Application & Selection Process

The Story Museum uses a range of selection methods in order to provide candidates with a variety of opportunities to demonstrate their suitability for the role. Using these different methods promotes equal opportunities throughout the selection process and helps us to identify the most suitable person for the role.

Methods of selection vary depending on the role requirements however each vacancy is listed with a detailed specification which forms the framework for the selection process. Each criteria on the Person Specification is categorised as being Essential or Desirable and is followed with details as to how and when during the selection process the criteria will be assessed.

Application

The Application and other supporting documentation need to be returned by the deadline detailed in the How to Apply document attached to each post.

- **Personal Statement.** This is your opportunity to help us understand how you meet the requirements of the tasks and responsibilities outlined in the Job Description. You need to refer to the Person Specification and for each criteria that is identified as being assessed via 'Application' please explain why you think you would perform well in this job using examples from your experience (these may be through work, volunteer or other life experiences). Your examples and evidence will be rated and the highest scoring applicants will be shortlisted for interview.
- **Curriculum Vitae.** We use your CV to contextualise your Personal Statement but unless stated we do not use it as part of the initial shortlisting process.

Interview Day

Shortlisted candidates are invited to an Interview.

- Interview. Questions will be based on the criteria listed as 'interview' on the Person Specification and the question framework will be shared in advance to enable you to prepare responses. Details of the interviewers will also be shared in advance.
Assessment Task. Assessment tasks are designed specifically for the vacancy and may be practical, desk-based or a combination of both. The criteria to be tested are highlighted on the Person Specification and an overview of the task will be shared in advance. Sometimes we interview for several roles at the same time and the interview day evolves into a workshop.

How to Apply

Complete the relevant documents

- 1) Personal Statement Application Form
- 2) CV
- 3) Recruitment monitoring form

Rename the documents with your name and the job reference given at the top of the Application Form.

Email to: hannah.floate@storymuseum.org.uk

Application Deadline: This is an urgent appointment. Applications will be assessed and reviewed on a rolling basis.

If you have any questions that are not answered within this information pack then please do not hesitate to get in touch with Hannah Floate on 01865 790050 or email recruitment@storymuseum.org.uk.