ROLE DESCRIPTION

Role Title: Doctoral Researchers Network Co-Convenor

Location: Applicants can be based anywhere in the UK, but should expect to travel to London for DRN events

Responsible to: Director’s Assistant

Main Purpose of the Role:

The Paul Mellon Centre (PMC) is looking for two energetic, creative and collegial doctoral students to lead its successful Doctoral Researchers Network (DRN). This one-year role involves putting together an original and stimulating series of research and training events for the DRN, and fostering an inclusive spirit of scholarly community amongst its many participants. The successful applicants will work closely with the convenors of the PMC’s Early Careers Researchers Network (ECRN), and the Director’s Assistant who acts as facilitator to the DRN and ECRN.

Main Responsibilities/Duties:

Organisational responsibilities

- Maintain the network as a thriving platform for sharing research, learning about best scholarly practice, and developing professional skills
- Develop a varied and responsive events programme to sit alongside the PMC’s academic activities programme
- Liaise with the ECRN in developing collaborative events
- Liaise with event speakers
- Attend all network events and manage the events onsite
- Prepare promotional material and publicity for the PMC’s website, including image selection, copyright clearance and copy

Administrative responsibilities

- Recruit and retain new members
- Work to encourage a diverse membership
- Encourage members to join the ECRN once they have received their PhDs
- Manage the network’s social media channels and internal communications, as well as mailshots
- Liaise between the Director’s Assistant and members to reimburse the latter for travel to network events
- Endeavour to enhance the visibility and scholarly profile of the network
- Manage and update the membership database and mailing list database, ensuring that the use of personal data is compliant with the Data Protection Act 2018 (training will be provided)
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 & media)
- Evidence of an entrepreneurial approach to research
- Ability to self-motivate and to work collaboratively
- Knowledge of current debates in art history

**Desirable**
- Effective database management skills
- Experience of managing social media accounts
- Demonstrable experience in organising events
- Experience of managing the administration of a project
- Experience creating an events programme