



Brief to appoint a Photographer in Residence for the
celebration of The Oxford Trust's 40th anniversary,
January–December 2025



Overview

In 2025, [The Oxford Trust](#) will celebrate its 40th anniversary—a significant milestone that reflects four decades of ‘encouraging the pursuit of science’ by fostering innovation in science. The Oxford Trust supports science and tech start-ups in our innovation centres and promotes science education and engagement for families and young people in the Oxford region through our schools programme and public events programme.

To celebrate the Trust’s 40th anniversary, we would like to appoint an early-career creative and talented Photographer in Residence to showcase the work of the Trust across our region and the future vision of the organisation.

The appointed photographer will play a crucial role in visually telling the story of the impact of The Oxford Trust on science, innovation, and the Oxfordshire community through photography and video shorts/clips.

Aims and objectives

This residency aims to produce a compelling visual record that will be displayed across the Trust’s digital platforms, at anniversary events, and at an exhibition in the Wood Centre for Innovation with the aim of raising the profile of the Trust and the impact of its work.

The Photographer in Residence will create a portfolio that:

1. Highlights The Oxford Trust’s innovation programme – our centres and the companies working within the centres – and contribution to Oxfordshire’s science and technology ecosystem.
2. Highlights The Oxford Trust’s education and engagement programme under Science Oxford across Oxfordshire and Buckinghamshire.
3. Showcases key personalities, partnerships, and locations linked to the Trust.
4. Reflects the Trust's vision and future projects to ‘encourage the pursuit of science’ for years to come.

Scope of work

- Project duration:
January 2025 to December 2025, with coverage of key events and milestones over the year.
- Time:
Approx 1.5 days per month (or 18 days in total) over the anniversary year, 2025. Photographer in Residence will be briefed by the Trust team on a monthly basis. Photography could cover several events over the month but will add up to 1–1.5 days per month, excluding travel time to main site.
- Location:
Locations will vary within Oxfordshire and Buckinghamshire, depending on subjects to be photographed but will be mainly based at the Wood Centre for Innovation, OX3 8SB.

- Key topics and activities to capture:
 - History: key figures – our patron, Lady Audrey Wood; past CEOs etc;
 - Key anniversary events: staff and trustee celebration in March; Science Oxford pop-up event in July; and main celebration at the end of September;
 - Innovation: portraits of scientists; labs; innovation centres; events; abstracts of research eg. cells viewed through microscopes etc;
 - Education: teachers and children that visit our centre; outreach in schools; CPD for teachers and key events eg. Big Science Event 2025
 - Engagement: our public events including Family Days, STEM clubs and our anniversary pop up event planned for July;
 - Community engagement: capture interactions with the Oxfordshire community groups and other outreach initiatives;
 - Future: Showcase the Trust's new projects – Aspen Building; new location for the Oxford Centre for Innovation; expansion of the Science Oxford Centre with the new 'studio' space; new woodland walkway;
 - Sense of space: on site woodland photos to capture the seasons and lesser known views at our key location, the Wood Centre for Innovation.

Deliverables

Each month, the Photographer in Residence will be briefed on key events and topics to cover with the aim of the photographer in residence delivering the following on a monthly basis:

- Photographic 'collection':

A comprehensive series of high-resolution images capturing the identified themes/topics agreed with the team, including candid shots, portraiture, landscapes, buildings, events etc and creative documentation every month. These images should all be clearly labelled and provided as hi-res jpegs.
- Exhibition-ready prints:

15–20 curated images to be displayed at the 40th anniversary event in September and printed and framed to exhibit in the Wood Centre for Innovation in December 2025. We would hope this would become a permanent exhibition in the Centre.
- Digital content – photos & videos:

Edited images and video clips for social media platforms, website updates, and press releases every month. Video content should be supplied as agreed each month.
- 40th anniversary brochure:

Select images provided by July 2025 for a printed anniversary publication on the Trust.

Note: Photographs commissioned for this project will remain the copyright of The Oxford Trust.

Key skills and experience required

We are looking for an all-round early-career photographer with:

- Proven experience in documentary and event photography and diverse situations from portraits to landscapes and anything in-between.



- Ability to work with diverse groups from scientists to families and young children.
- Strong portfolio showcasing community and organisational storytelling.
- Knowledge of Oxford and/or experience with education, science and technology sectors is advantageous.

What we will provide

- Marketing and communications to support the project and promote profile as a photographer.
- Accreditation for all images taken by the photographer for the Trust.

Application process

Interested photographers should submit:

1. A cover email expressing your interest and explaining relevant experience.
2. An online portfolio or sample of previous work that reflects your style and skill in similar projects.
3. A proposed budget, including any equipment, production costs or travel needs, based on 1.5 days (or 18 days in total) photography per month for 12 months from January to December 2025. The budget should give a daily and hourly rate.
4. Two professional references.

Open morning at the Wood Centre for Innovation: 10–12.30pm on Tuesday 26th November
Potential applicants can book to view the Wood Centre for Innovation and Science Oxford Centre and talk to staff. Please book via email to Georgina Matthews.

Deadline for applications: **Friday 6th December.**

Interviews: Wednesday 18th December

Selection Announcement: Thursday 9th January.

Please submit applications by email to: Georgina.Matthews@theoxfordtrust.co.uk

For questions on the position advertised, please contact Georgina Matthews or Autumn Neagle:

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