

## Job description and selection criteria

<b>Job title</b>	The Christensen Fellow in Chinese Painting
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Ashmolean Museum
<b>Location</b>	Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH
<b>Grade and salary</b>	Grade 7.1: £36,024 per annum*
<b>Hours</b>	Full time (37.5 hours)
<b>Contract type</b>	Fixed-term for 2 years
<b>Reporting to</b>	Curator of Chinese Art
<b>Vacancy reference</b>	172431
<b>Additional information</b>	<p>*An automatic annual increment each year will be paid up to (and not including) the discretionary range within the University of Oxford's grade 7 salary scale.</p> <p>The postholder is expected to start no later than <b>1 October 2024</b></p> <p>You are required to submit a <b>CV and a supporting statement</b> with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
<b>Closing date</b>	12.00 midday Friday 28 June 2024



## **Job description**

### **Overview of the role**

#### **The Christensen Fellow in Chinese Painting**

The Ashmolean Museum's collection of modern Chinese art is a key area of the Chinese holdings and one of the most renowned in Europe. The 2013 bequest of the Sullivan Collection together with support for programming activities around the collection has led to a successful series of exhibitions, conferences and workshops.

The Christensen Fellowship is an endowed post associated with the Khoan and Michael Sullivan Gallery of Chinese Painting in the Department of Eastern Art. The Christensen Fellow will be expected to deliver exhibitions in the Sullivan Gallery with associated academic and public programming, and to undertake related research in the field of Chinese painting. A confident communicator with good presentation skills, they will have a sound knowledge of the Chinese language, hold a doctoral degree in Chinese art or be on the point of completing a doctoral thesis. Experience of curatorial work will be an advantage.

The Fellow should use their expertise to enrich the object documentation available in the museum. They will also be encouraged to propose, organise and participate in various initiatives, including study sessions, workshops, public viewings, and conferences in order to foster interest in Chinese painting.

The Christensen Fellow will be appointed for two years, working full time. The Fellow will have an office space in the Eastern Art department, and work closely with other departmental staff. They will report to the Curator of Chinese Art.

### **Responsibilities**

The Christensen Fellow will be expected to support the work of the Department of Eastern Art in the field of Chinese painting, and to undertake new research in consultation with the Curator of Chinese Art, with a view to publication in book or article form and/or on-line.

The main duties of the post will be:

- to prepare regular displays of Chinese paintings in the Khoan and Michael Sullivan Gallery of Chinese Painting, the Later China Gallery and the Eastern Art Paintings Gallery; to assist in delivering exhibitions/rotations currently planned; and to take responsibility for complete exhibitions/rotations as required.
- to support with rotation and installation of paintings and related material in stores and galleries according to conservation standards.
- to carry out research on the Chinese paintings collection in the Ashmolean, recording information on the museum database to predetermined data standards.
- to contribute to the Museum's digitisation project through the revision of database records of Chinese paintings and works of art in the Department's collections and to contribute to the Museum's Digitisation project as required.
- to give gallery talks and lectures, and possibly occasional university teaching as required.

- to organise and coordinate conferences and lectures relevant to the Ashmolean's Chinese paintings collection.
- to provide supervision of students and scholars visiting the Eastern Art Study Rooms if required, and to provide other occasional help when requested to do so.
- to respond to enquiries from the public.
- to liaise with staff in other departments of the museum and to assist with other work within the Department of Eastern Art and the Museum as required.

### **Other duties**

- Participate in a regular Annual Review
- Undertake any necessary training identified
- Comply with health and safety regulations
- Comply with the policies and procedures set out in the Handbook for Academic Related Staff
- Any other related duties as required by the Curator of Chinese Art and the Keeper of Eastern Art.

The Ashmolean Museum reserves the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

## **The Department of Eastern Art**

The Department was opened in 1963. Its collections include Chinese ceramics and twentieth century paintings (the Khoan and Michael Sullivan Gallery of Chinese Painting was opened in 2000), Japanese painting and export arts, as well as the arts of the Islamic world, India and Southeast Asia. Many of the Department's finest objects can be viewed on-line at <http://jameelcentre.ashmolean.org/>.

The Department's curatorial positions comprise a Keeper and three Assistant Keepers who between them have responsibility for the areas of China, Japan, India / S.E. Asia, and the Islamic world. Various research projects take place in the Department and there is currently a digitisation programme for the collections.

The Department also has an Administrator and two Study Rooms and Collections Managers, and together with other curatorial departments, access to the services of the Museum's Photographic, Design, Building Services and Administrative departments. The Department also works in close liaison with the Conservation, Education and Publications departments, the Development team and the Press Officer.

For more information please visit: <https://www.ashmolean.org/eastern-art>

## **Selection criteria**

### **Essential selection criteria**

- A doctoral degree in Chinese art or be on the point of completing a doctoral thesis.
- Sound knowledge of modern Chinese painting.
- Fluency in written and spoken English and knowledge of Chinese.
- Excellent written and presentational skills.
- Sound knowledge of Microsoft office packages.
- Ability to work independently and with initiative.
- Ability to work collaboratively and as part of a multi-disciplinary team.
- Ability to work under pressure and to strict deadlines.
- Be able to promote appreciation of Chinese painting to both academics and the broader public.
- Flexibility to occasionally work unsocial hours, including evenings and weekends.

### **Desirable selection criteria**

- Previous experience of curatorial work.
- Previous experience of working on exhibitions.
- Experience of working in a museum environment.
- Museum database experience including working to data standards.
- Experience of contributing to public programmes.

## **Pre-employment screening**

### **Standard checks**

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## The Ashmolean Museum

### **Who we are:**

Open since 1683, we are the University of Oxford's Museum of art and archaeology. Situated in the heart of the city, we are an iconic cultural destination open to everyone every day.

With c.900,000 visitors a year (pre-Covid), we are the most visited university museum in the world.

### **What we do:**

We preserve and share our collections and knowledge to promote research, learning and enjoyment.

### **Why we do what we do:**

To illuminate our shared humanity.

### **We have three strategic pillars:**

**Collections:** We care for, develop, and widen access to our collections.

**Research and Teaching:** We enable, lead and deliver world-class research and teaching.

**Audiences:** We provide engaging and inspiring experiences for increasingly diverse audiences.

In the next five years, we have five enabling priorities:

1. To support, develop and inspire our teams;
2. To promote equity and value diversity in all that we do;
3. To ensure we have the resources to deliver our work;
4. To work towards our commitment to achieve net zero carbon by 2035. Our environmental responsibility will inform our actions;
5. To ensure we have a building and infrastructure fit for purpose and our future.

For more information visit <https://www.ashmolean.org/>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.



*The Ashmolean Museum*

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

### **Gardens, Libraries and Museums (GLAM)**

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <https://www.glam.ox.ac.uk/home>

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a **CV and a supporting statement**. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

**Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.**

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

## References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly on [recruitment@glam.ox.ac.uk](mailto:recruitment@glam.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

### **Relocation**

At the moment, the Ashmolean Museum is not offering relocation expenses to this post.

## **Important information for candidates**

### **Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

### **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### **Equality of opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

*Photographs: Copyright Ashmolean Museum, University of Oxford*



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/> There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk)