



PROJECT AND OPERATIONS MANAGER FOR COLLECTIONS DECANT CHRIST CHURCH PICTURE GALLERY

FURTHER PARTICULARS

Job title	Project and Operations Manager for Collections Decant
Location	Christ Church
Department	The Picture Gallery
Salary	University Scale Grade 7 currently £39,424 - £47,779 (with a discretionary amount to £51,983).
Hours	37.5 hours per week
Contract type	Fixed term for 12 months to start 1 January 2026 or as soon as possible thereafter
Responsible to	Curator of the Picture Gallery
Application deadline	Noon 17 November 2025
Vacancy reference	MT25_005
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period.

Christ Church seeks to appoint a fixed-term project manager to oversee the decant of its Picture Gallery collection pending crucial restoration and ambitious redevelopment works to the building. This is an exciting opportunity to work at the heart of a historic institution, playing a key role in the planning of the decant and movement of one of Britain's most important Old Master collections.

Christ Church

Christ Church is a single foundation comprising a college of the University of Oxford and Oxford's Cathedral. Founded in 1525, it is currently celebrating its 500-year anniversary. The Head of House is the Dean, the Very Revd Professor Sarah Foot, who chairs the Governing Body, and the Senior Censor has responsibility for academic matters. As well as the Dean, the Governing Body includes 6 Cathedral Canons and 57 Students (mostly Tutorial, Research or Professorial Fellows). We also employ around 50 lecturers who help the tutors with teaching, up to 17 Junior Research Fellows, and around 315 other staff. Christ Church currently has 460 undergraduates and 250 graduate students. Christ Church also runs a dynamic visitor and conference business, the income from which contributes to the charitable objects of furthering education, research and religion, as well as the protection of our heritage. An important part of that heritage, alongside the buildings and library collections, is the Picture Gallery collection.

Christ Church Picture Gallery

Christ Church is unique among the colleges of Oxford and Cambridge in possessing a world-renowned collection of Old Master paintings, drawings and prints that is open to the public in a purpose-built Picture Gallery (this is in addition to the extensive collection of portrait paintings in the Hall and other parts of the college).

The Picture Gallery originally opened to the public in 1769 – making it the first permanent art gallery in Britain. Since 1968 the growing collection has been housed in a modern, prize-winning building designed by the architects Powell and Moya. The Grade-II*-listed purpose-built gallery is sensitively embedded in the historic grandeur of the college's *Canterbury Quadrangle*. Its unassuming entrance belies the light modernist architecture that lies

behind, creating the sensation of stepping into a hidden treasure, whose beauty reveals itself from within.

The collection's focus is on Italian Art of the late Middle Ages, Renaissance and Baroque. It includes famous paintings like Annibale Carracci's *Butcher's Shop*, Veronese's *Mystic Marriage of St Catherine*, Botticelli's *Sibyls* and Filippino Lippi's *The Wounded Centaur*. There are also outstanding paintings by Northern painters such as Sir Anthony van Dyck, Frans Hals and Hugo van der Goes.

Christ Church's collection of Old Master drawings is one of the most important in the world. Practically every major old master is represented, including celebrated stars such as Leonardo, Michelangelo, Raphael and Rubens. Additionally, the Picture Gallery houses a small, exquisite collection of English glass of the 18th and 19th centuries as well as a small collection of metal icons and a group of interesting pieces of sculpture.

The Picture Gallery will close temporarily and the collection will have to be removed from the building in order to carry out essential repairs and to pursue exciting redevelopments and improvements to the existing gallery building.

Role of the Project and Operations Manager for Collections Decant

As Picture Gallery Project Manager, you will report to the Curator of the Picture Gallery, who oversees the day-to-day running of the Picture Gallery and its collections. The Curator of the Picture Gallery works closely with the Curator of Pictures, a tutorial fellow and member of the Governing Body.

You and the Curator of the Picture Gallery will liaise regularly on progress towards the decant with the Curator of Pictures and the Senior Censor so that updates can go to the termly meeting of the Pictures Committee.

Main Duties and Responsibilities

As Picture Gallery Project and Operations Manager you will:

- Work closely with the Curator of the Picture Gallery, undertaking a key role in the arrangements, management and execution of the gallery decant;
- Work with key stakeholders to initiate the project, check feasibility and work out specific budgets, teams and resources;
- Produce detailed project charts setting out all stages of the gallery decant and support the management and planning through to a successful conclusion;
- Monitor the project budget in consultation with the Curators;
- Use project management methods identify milestones and dependencies, along with key risks and mitigation strategies, ensuring that appropriate risk assessments and method statements are in place
- Carry out monitoring and control activities to track the progress of the project, ensuring that timeframes are adhered to and that dependent tasks progress in an appropriate and timely fashion Implement any necessary changes to the project plan throughout the process
- Liaise with a specialist external company to manage and co-ordinate removal and storage for the c. 5000 objects in the collection, and maintain close oversight of these processes
- Communicate effectively, both with external parties such as contractors and internally, with the relevant people within Christ Church
- Report regularly to key stakeholders
- Manage (or supervise) the decant team ensuring that they have the training and development required to perform their duties
- Negotiate competitive quotes for relevant contracts, including transport and conservation as needed.

- Follow due process to ensure fair and appropriate contract procurement
- Ensure that staff are aware of, and comply with, legal requirements, statutory obligations and best practice standards with regard to the collection and colleagues
- Undertake any other task which may reasonably be required to be carried out within the context of this role/project
- Ensure that the planning for the decant incorporates the planned return of the collection

Person Specification

We are looking for a trustworthy individual with proven experience of project management within the museum and gallery sector.

- Proven experience of project management preferably in a museum and heritage sector, ideally including relocation of art and artefacts
- A recognised project management qualification or relevant experience
- Outstanding organisational and problem-solving skills and an ability to keep a project on track
- Strong interpersonal skills to liaise effectively with internal and external stakeholders
- Sound financial knowledge, including a proven ability to monitor and control project budgets
- Excellent verbal and written communication skills; confidence in communicating with a range of professionals at all levels.
- The ability to use your initiative and make decisions under pressure
- Highly computer literate and proficiency in the use of MS Office, with proven ability with project management software, spreadsheets and databases, preferably museum management software (for example Museum Plus)
- Experience of collection management, and knowledge of art collection care and standards
- A keen eye for detail and an interest in maintaining accuracy and high standards
- Flexibility and a flexible approach, including a willingness to work off site when needed during the decant process. Some travel within the UK may also be necessary
- An ability, and willingness, to undertake both office-based duties and occasional physical work e.g. in stores, during installation/deinstallation of displays, overseeing and accompanying transport

Desirable Criteria:

- Educated to degree level in a relevant subject
- Experience of co-ordinating fine art transportation and insurance
- Experience of handling, moving and packing historic objects and works of art to ensure their safe movement
- Knowledge of conservation and preservation issues relating to works of art
Knowledge and enthusiasm for Italian Art of the Renaissance and Baroque

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.

Terms and conditions

- Salary: University Scale Grade 7 currently £39,424 - £47,779 (with a discretionary amount to £51,983). New appointments are normally made at the bottom of the scale.
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday. However, the post-holder will need to have a flexible approach to working hours
- Probation period: there will be an initial probationary period of six months.
- Other benefits: The post-holder will be entitled to lunches without charge in College during the periods for which these are available.
- Eligible staff may join or remain a member of the University Superannuation Scheme.

Application process

Applications will be judged only against the criteria which are set out above, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from Black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats.

How to apply

Please apply using the online application form available here https://fas.chch.ox.ac.uk/fas_live/chchpomcd/ no later than the deadline of **Noon 17 November 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Curator to the Picture Gallery, stating your interest in, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including the names and contact details of two referees. References will be taken up for the successful candidate.

Interviews

We expect to hold interviews week commencing **1 December 2025**.

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. All enquiries will be treated with strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.



Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.