

Job Title: Research Assistant – Department of Visual Arts (AY 2025–26)

Reports to: Prof. Rakhi Peswani, Head of the Department, Visual Arts

Location: Ashoka University, NCR, Sonapat, Haryana, India - 131029

Experience (in years): NA

Nature of work: Contractual position for early-career scholars and art educators with an interest in visual arts, archiving, and academic project coordination.

About Ashoka University:

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About (Name of the Department):

Department of Visual Arts.

Role and Responsibilities:

1. Digital Visual Arts Archive and Resource Centre

- Help establish a sustainable and accessible Digital Visual Arts Archive and Resource Centre within the Department.
- Catalog, digitize, and index and create a digital archive which include- Photocopied articles with marginal notes, Lecture notes, Museum and exhibition catalogues.
- Maintain archival integrity during handling, digitization, and metadata creation.
- Coordinate and supervise student volunteers working on the archival project.
- Liaise with Ashoka Library and the Ashoka Archives

2. Academic & Departmental Support

- Curate digital and physical content for outreach and academic dissemination which includes a Visual Arts Department Yearbook and Bi- Annual Newsletter.
- Increase Visual Arts Department's visibility by organizing workshops working in collaboration with various Centers, academic societies and departments within the University which includes- CSGS, Untitled: Visual Arts Academic Society, Digital Makerspace, Performing Arts Department etc.
- Assist all faculty members in organizing and managing logistics of the departmental exhibitions,

- screenings, and off-campus pedagogical visits/ gallery classes.
- Document departmental events, workshops, off-campus museum/ gallery classes and colloquia.
- Write and Design communication material including event posters, monthly newsletter of university, and event promos.
- Manage departmental social media accounts and post updates.

About Visual Arts Department:

The Department of Visual Arts at Ashoka University combines courses in Art History and Visual Culture with training in material, media and site-specific aspects of Studio Arts. While the Art History and Visual Culture courses offer historical and philosophical contexts in which visual arts have been developed and practiced, the Studio Arts courses help the students learn the fundamentals of an art form and develop it through practice. Both the components work in tandem and help the student acquire an integrated understanding of art.

The Department of Visual Arts's faculty includes visual art practitioners, working through varied media and methods, as well as art historians and visual studies scholars with research interests and expertise spanning the early medieval to the contemporary period.

Qualifications:

Minimum Qualifications:

- Bachelor of Fine Arts (BFA) and/or BA degree in Humanities.
- Strong academic grounding in Visual Arts, History, Literature, or related fields.
- Interest in visual culture, archival practices, and academic project coordination.

Preferred Qualifications:

- MFA / MVA / MA in any of the following: Visual Arts / Visual Culture / Art History, Arts and Aesthetics, Museum Studies, Literature / History/ Art History.

Skills Required:

- Prior experience in Archiving is desirable.
- The ability to work independently as well as collaboratively is desirable.
- Familiarity with design and editing tools (Adobe Suite, Canva, MailChimp etc.) is desirable.

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Visual Arts Department. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

1. **Prepare an Updated Academic CV:** Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.
2. **Cover Letter:** 1-2 pages
3. **Statement of Intent:** 1-2 pages- outlining their proposed contribution to the department and archival project.
4. **Portfolio:** For candidates with a BFA/BVA/MFA/MVA background.
[OR]
5. **Writing Sample:** Published or work-in-progress for humanities applicants

Submit Your Application: Email your CV to visualarts@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Visual Arts _Applicant Name>". This will help us efficiently process your application.

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by **(10th August 2025)**. Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.