

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	ICAA Research Specialist
Reports To:	Associate Director, ICAA
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Montrose Building, non-smoking facility

Responsibilities:

Works with the Director and Associate Director of the International Center for the Arts of the Americas (ICAA) at The Museum of Fine Arts, Houston to establish and implement research priorities and standards for the Center's multi-year digital projects and publications series. These include the Documents of 20th Century Latin American and Latino Art: A Digital Archive and Publications Project, its parallel book series, Critical Documents of 20th Century Latin American and Latino Art, the ICAA Working Papers series, general ICAA publications, as well as ICAA research-driven exhibition projects at the MFAH.

Documents of 20th Century Latin American and Latino Art Project

- Reviews documents submitted by researchers and partner institutions; determines and communicates necessary revisions to these researchers; monitors the progress of these requests; and approves their posting in the project's web-based archive.
- Coordinates all aspects of the translation of the Synopsis and Annotations fields of the project's web-based archive. This involves working with the ICAA's Translations and Publications Editor, project translators and copy-editors to develop standards, enforce translation and editorial guidelines when appropriate, and keep track of the documents processing status.
- Researches artists, archives and other potential sources of materials to fill in gaps or complement project holdings; determines material needed and contacts these sources on behalf of the Center in order to obtain relevant textual material.
- Works with the Digital Cataloguer, Image Specialist and Copyright Coordinator to insure the prompt and efficient processing of documents for publication in the Project's Website.
- Assists with production of Website content and writes text as needed.
- Works with the Documents Project Director to disseminate the findings of the Documents Project to the scholarly and teaching communities as well as to students, researchers, and general audiences in the U.S. and Latin America

ICAA Publications

- Collaborates in the preparation and production of the ICAA's publications, including books, symposia proceedings, digital publications, exhibition catalogues, and blogs
- Assists the Associate Director with the coordination and publication of the Center's Working Papers series

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- Supports the work of the chief editors and volume editors of the ICAA Critical Documents of 20th Century Latin American and Latino Art, a 13-volume book series; serves as clearinghouse between the volume editors and the Center; compiles and organizes texts submitted for consideration in the aforementioned series; and writes documents and/or section introductions as needed.
- Collaborates in the research, elaboration, and production of the exhibition catalogues that complement the Latin American Art Department's research driven exhibition projects.

University of Houston Object-Based Learning Partnership

- Assists with yearly program planning for UH/ICAA partnership, including classes, workshops, and conferences
- Assists with the production of partnership materials and publications

Interns

- Assists the ICAA's Associate Director with the coordination and supervision of UH graduate and undergraduate interns
- Assists with the supervision of year-long and summer internships and intern-related projects, ensuring completion and timely delivery of materials and tasks.

Conferences and symposia

- Collaborates in the organization of ICAA meetings, symposia, and ICAA Ideas Council conferences
- Assists with the production and/or publication of materials or conference proceedings

Other

- Assists the ICAA Director, Associate Director, and Development Department staff in developing grants and fundraising materials for ICAA projects
- Performs any other related duties as required by the ICAA Director and or Associate Director

Skills, Knowledge and Abilities:

- Proficiency in both Spanish and English is a requirement; reading and verbal knowledge of Portuguese is desirable
- Outstanding research and writing skills
- Knowledge of best practices for creating, formatting, and presenting textual, graphic, and A/V content for use on web and digital media platforms (websites, blogs, social media, mobile devices)
- Capable of setting priorities, organizing large loads of work, multi-tasking, and working with minimal supervision
- Ability to work accurately under pressure
- Flexibility and willingness to work in various areas to help deal with changing work flows and needs within the unit/department and the partner institutions abroad
- Ability to attend occasional after hour events both at the museum and elsewhere
- Attention to detail, good organization skills, computer/word processing and scanning experience required

Education and Experience:

- Art Historian with expertise in modern and contemporary Latin American and/or Latino art; general knowledge of twentieth century art is desirable
- MA Required; Ph.D. studies preferred

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- Previous work experience teaching or managing research projects and/or archival initiatives
- Experience with digital art history projects and familiarity with use of digital tools and methods that may enrich and expand existing ICAA projects

How to Apply:

Send resume to Human Resources, Job 19-032CUR, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org.

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