

MFAH *The Museum of Fine Arts, Houston*

Position Available

Title:	Associate Director, ICAA
Reports To:	The Wortham Curator of Latin American Art and Director, International Center for the Arts of the Americas
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:	Beck Building, non-smoking facility

Responsibilities:

The scope of work encompasses responsibility for the ICAA Documents of 20th-century Latin American and Latino Art's daily operations and logistics as well as for providing leadership and expertise in the area of Latin American art research and publications. The individual occupying this position will work with the ICAA Director and the Documents Project's Steering Committee and Editorial Board to coordinate the activities of the project's research teams, consultants, and other resources involved in this multi-year undertaking. This individual will also work with the ICAA Director to establish and implement research priorities and standards for ICAA publications, such as the *Critical Documents of Latin American and Latino Art* book series, and other research driven projects at The Museum of Fine Arts, Houston.

Director, ICAA Documents Project

- Works with the ICAA Director, Steering Committee and Editorial Board to establish and implement project guidelines, standards, priorities, timelines that will allow the ICAA to enforce deadlines
- Receives and disseminates information among Steering Committee, Editorial Board, ICAA and MFAH staff, and project teams
- Serves as liaison between the Center, the Editorial Board and the Documents Project teams in all matters related to the project's content and/or editorial framework
- Prepares progress reports and other routine reports necessary to manage the project
- Oversees project budget and authorizes purchase orders and payments
- Trains research teams, monitors their progress, identifies problem areas, and provides assistance as needed
- Works with the ICAA staff and professional librarians to oversee and provide guidance regarding standards, tools, procedures and operations for processing recovered documents
- Works with the database and website designers in all aspects related to the design and content of the project's web site
- Oversees the cataloguing and processing of the retrieved documents as well as their digitalization
- Assists ICAA Director and Development Department staff in developing grants and fundraising materials
- Works with the ICAA Director and ICAA Project Administrator in the organization of the

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.

MFAH *The Museum of Fine Arts, Houston*

- project's annual meetings and conferences
- Supervises researchers, cataloguers, and other staff associated with the ICAA home team
- Represents the ICAA in international conferences and professional meetings
- Travels when necessary to fulfill these duties

Senior Research & Publications Associate

- Serves as Coordinator for the *Critical Documents of Latin American and Latino Art* book series
- Carries research and/or writes text as needed for the Critical Documents Series volumes
- Working with the ICAA Director, oversees the preparation and production of the Center's publications, including books, symposia proceedings, and working papers
- Serves as Editor for the *ICAA Documents Project's Working Papers* series

Skills, Knowledge and Abilities:

- Project management experience and training skills a must
- Broad knowledge of Latin American art history from 1900 to the present; general knowledge of twentieth century art
- Outstanding research and writing skills
- Attention to detail, good organization skills, computer/word processing experience and experience in the use of data input systems required
- Capable of setting priorities and working with minimal supervision
- Strong interpersonal skills and ability to work with foreign-based researchers and with other museum departments essential
- Proficiency in both Spanish and English is a requirement
- Reading and verbal knowledge of Portuguese is desirable

Education and Experience:

- Ph.D. or A.B.D. in Art History or with strong emphasis on modern and contemporary Latin American art
- Previous publishing and/or research experience desirable
- At least 5 years of professional experience and at least 3 years of project management experience

How to Apply:

Send resume to Human Resources, Job 19-056CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfaah.org.