

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	ICAA Research and Digital Experience 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 of the International Center for the Arts of the Americas (ICAA) and the Documents Project Director 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, other 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 research teams and approves their posting in the project's web-based archive; determines and communicates necessary revisions to the project teams; and monitors the progress of these requests
- Coordinates all aspects of the translation of the Synopsis and Annotations fields of the project's web-based archive; works with the MFAH's Publications Department, the ICAA's Translations and Publications Editor, and project translators to keep track of the process, develop standards, and enforce translation guidelines when appropriate
- Researches artists, archives and other sources not covered by project teams; determines material needed and contacts these sources on behalf of Center in order to obtain relevant textual material
- Works with the Documents Project Director to disseminate the findings of the Documents Project to the scholarly and teaching communities as well as 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, and exhibition catalogues
- Supports the coordinators of the ICAA Critical Documents of 20th Century Latin American and Latino Art, a 13-volume book series; serves as clearinghouse between the volume coordinators; and compiles and organizes texts submitted for consideration by the coordinators in the aforementioned series
- Collaborates in the research, elaboration, and production of the exhibition catalogues that complement relevant research driven exhibition projects

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/>.

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Digital Experience

- Coordinates and publishes content from internal and external stakeholders to a variety of platforms
- Provides guidance and input on strategies for moving the ICAA towards its goal of greater openness and sharing of its digital resources and data
- Develops and executes a plan for improving access to the ICAA's digital collections and resources via a variety of different strategies (digital newsletter, promotional materials, increased social media presence, web search optimization, among others)
- Works closely with technical and digital projects' staff and contract developers and designers
- Keeps abreast of relevant emerging technologies in the Digital Humanities

Other

- Assists ICAA Director, Documents Project Director and Development Department staff in developing grants and fundraising materials
- Collaborates in the organization of ICAA meetings, symposia, and conferences
- Performs any other related duties as required by the Documents Project Director and ICAA 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
- 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.