

Associate Director, Research and Academic Program, Clark Art Institute

Clark Art Institute, Jun 01, 2020

Application deadline: Apr 20, 2020

Caroline Fowler

Position Summary

The Clark Art Institute seeks an Associate Director, Research and Academic Program. This position is responsible for organizing, implementing, and conceptualizing, in conjunction with the Director, fellowships and active symposia schedule, and academic programs and other Institute functions, working with other disciplines as appropriate. Seeking a candidate with an international profile, dedicated to developing diversity and inclusion in academia and museums. The position offers the opportunity the shape the intellectual commitments and programming at one of the most prominent research institutions for art history.

For optimal consideration please submit applications by April 20, 2020. Review of applications will continue until the position is filled. Please submit a cover letter and cv, and include the names of three references.

Major Duties and Responsibilities (Essential Functions):

- Work with the Director in conceptualizing, organizing, promoting and overseeing the resident fellowship program.
- Work with the Director to create and maintain an active conference, colloquium, and symposium schedule while conceptualizing and developing new academic programs and initiatives within RAP.
- Demonstrate an active and ongoing interest in current debates in the field of art history, and a commitment to scholarship, whether in the academy or museum.
- Assume responsibility for administration of the various academic programs; organize processes and systems for the program.
- Manage the budget of the Research and Academic program and lead the budget negotiation process reconcile financial statements; oversee expenditures.
- Work with the director of RAP and the Clark Grant Writer on fundraising activities and to create coherent grant applications for outside funding.
- Contribute to the work of the Management Group of the Clark.
- Work closely with the library, museum, and graduate program staff, students and visiting scholars and contribute to the general organizational life of the Clark by service on committees, etc.
- Work with the Program Coordinator and Administrative Assistant to maintain division files and records.
- Assist in handling correspondence with former and incoming visiting scholars.
- Work with the Director in planning and implementing special events.

- Provide intellectual and emotional support to visiting scholars and offer assistance as needed to members in residence concerning their research projects and other scholarly and professional activities.
- Assist in coordinating preparation of annual fellowship broadsides, lecture announcements, reception invitations, preparation of published announcements of fellowship awards and other printed material.
- Provide updated materials for all aspects of the RAP programs for the appropriate pages of the Clark Art Institute website and ideas for its use in the scholarly field.
- Represent the RAP at annual meetings of the College Art Association (CAA), as well as other scholarly bodies, both national and international, including the Association of Research Institutes in Art History (ARIAH), International Association of Research Institutes in Art History (RIHA).
- There is an opportunity to teach in the Williams / Clark Graduate Program in the History of Art.
- Other duties as assigned.

Minimum Qualifications:

Education, Training, and Traits

- Ph.D., M.F.A. or equivalent experience required

Work Experience

- Minimum of five years of relevant experience preferred

The Clark is a leading cultural institution and actively seeks employees who are energized and motivated by its dual mission as an art museum and a center for research and higher education, dedicated to advancing and extending the public understanding of art. The Clark's mission and its geographical location define three essential aspects of its character and identity: the quality of its art, the beauty of its pastoral setting, and the depth of its commitment to the generation of ideas. Clark employees enjoy the opportunity to live and work in the Berkshires of Western Massachusetts, a place of rich natural beauty, a dynamic environment defined by its deep cultural resources, and a region that is growing as both a center of innovation and a major tourist destination.

Reference:

JOB: Associate Director, Research and Academic Program, Clark Art Institute. In: ArtHist.net, Mar 4, 2020 (accessed Apr 4, 2026), <<https://arthist.net/archive/22776>>.