

## Post-Doc Fellow / Assistant to the Director for Academic Programs, Villa I Tatti

Villa I Tatti, Florence

Application deadline: Apr 1, 2021

Ingrid Greenfield

Post-Doctoral Fellow and Assistant to the Director for Academic Programs

REPORTS TO: Paul E. Geier Director of Villa I Tatti

LOCATION: Villa I Tatti, Florence, Italy

### Summary:

I Tatti offers a Post-Doctoral Fellowship/Assistant to the Director position in art history of the early modern period, including the historiography and impact of the Italian Renaissance in the Modern Era (19th-21st centuries). The successful candidate will spend approximately half of the time working on his/her own project, chosen to be in keeping with I Tatti's own academic agenda and research profile. The other half of this individual's time will be spent working closely with the director and with key staff members to organize and coordinate academic programs. This position is located at Villa I Tatti (The Harvard University Center for Italian Renaissance Studies) in Florence, Italy, and is for a term of two years, with the possibility of an extension. This individual will be a key liaison with the resident fellows and will interact with visiting scholars.

### Major responsibilities for program coordination:

#### Liaison with Fellows

Principal liaison for resident fellows (both full and part-year) concerning academic programs and scholarly activities, as well as daily life at the Villa. Supports the Director in the full year and short-term fellowships application process. With staff both on-site and in the Cambridge (USA) office, coordinates information flow and activities related to fellows.

#### Program Organization

- Coordinates and organizes aspects of academic programming, from planning through implementation. These include Thursday Seminars, Fellow Presentations, Harvard Graduate Seminars, and the Harvard Undergraduate Summer Internship Program.
- Coordinates project implementation with the Post-Doctoral Fellow for Conferences and Publications and with Harvard University departments, coordinating undergraduate and graduate internships and seminars.
- Develops detailed project plans, including the overall annual schedule of programs, as well as budgets for the various programs.
- For certain academic grants, compiles and organizes materials, composes narrative, and pre-

pares applications for review by Director, prior to submission, and participates in the selection process.

- Supports communications and development staff for certain events.
- Contributes where necessary to ensure the smooth operation of the institute.

#### TERMS

The Fellow is expected to work for I Tatti 3 days during the working week, and use the rest for their own research. July and August are free. The stipend is \$65,000 per year, plus a one-time supplement (maximum USD 1,500) towards relocation expenses. Some financial assistance for conference and research travel is available. Annual health coverage (Italy) will be provided. I Tatti offers support for obtaining a visa, if required, and permesso di soggiorno. Post-Doctoral Fellows are offered a study, use of the Biblioteca Berenson, lunches on weekdays, and various other privileges.

#### BASIC QUALIFICATIONS:

Ph.D. in Art History; fluency in English, both written and oral, and proficiency (written and oral) in Italian. Applicants should be in the early stages of their career, having received a PhD between 2010-2020.

#### ADDITIONAL QUALIFICATIONS:

Demonstrated scholarly interests in Renaissance studies; strong academic sensibility and career orientation; excellent communication skills, both written and oral; previous work experience with humanities-based academic programs and events desired; demonstrated ability to work effectively in a highly collaborative environment and with all levels within the academic and scholarly spheres; demonstrated ability to plan and manage projects.

Applicants should send a CV, a project description, and two letters of reference to [info@itatti.harvard.edu](mailto:info@itatti.harvard.edu)

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#### Reference:

JOB: Post-Doc Fellow / Assistant to the Director for Academic Programs, Villa I Tatti. In: Arthist.net, Mar 9, 2021 (accessed Feb 7, 2026), <<https://arthist.net/archive/33565>>.