Position Title: Supervisors
Department: Post-Doctoral Associate in Pre-Columbian (Intermediate Area) Studies Director of Pre-Columbian Studies Pre-Columbian Studies
Grade: 54

Summary

Assists the Director of Studies in the preparation of the catalogue of the Dumbarton Oaks Intermediate Area Collection (encompassing Pre-Columbian cultures of lower Central America and Colombia), as well as with grant applications and other publications.

Duties and Responsibilities

Under the supervision of the Director of Studies, the Post-Doctoral Associate will:

- Coordinate the preparation of the Intermediate Area Catalogue Project, including the participation of visiting specialists and Museum staff. Specific duties include, but are not limited to, the preliminary preparations of catalogue entries, including the exhibition history and related bibliography; coordination with the Museum staff on any new photography or drawings of the objects; correspondence with catalogue authors and consultants; procurement of images and rights of comparanda; reference-checking and editorial work. Original research and writing may be required as needed.
- Identify, research, and prepare grant applications related to the Catalogue and other relevant departmental and institutional projects. Assist with other publication projects related to Pre-Columbian Studies at Dumbarton Oaks, as needed. Provide content as needed for the departmental webpages, institutional newsletter, press releases, and institutional social media outlets, as appropriate.

Qualifications

- Ph.D. in anthropology, archeology, or art history, with a specialization in Pre-Columbian Studies.

- High degree of proficiency in Spanish required; proficiency in other languages useful.
- Demonstrated experience in scholarly publishing and museum work.
- Computer fluency, esp. with Microsoft Word. Familiarity with graphics programs (Adobe Illustrator, Photoshop) is desirable.
- Excellent written and oral communication skills, superb organizational abilities, keen attention to detail, and ability to meet deadlines are essential.

Term

This is a one-year, benefits-eligible position, with the possibility of renewal for up to a total of three years. The expected start date is July 1st, 2013. The incumbent will have access to the outstanding resources of the Dumbarton Oaks Library, and become part of the larger scholarly community at Dumbarton Oaks.

To Apply

This position is open until March 15, 2013. Candidates should submit a detailed CV, cover letter, and list of references by clicking the link below: https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerID=25240&siteID=5341&AReq=28865BR

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