

Position Announcement: Director Of Studies, Pre-Columbian Studies Program Dumbarton Oaks

Written by Pallavi Jain

Thursday, 05 January 2012 07:39 -

The Director of Pre-Columbian Studies oversees the Pre-Columbian program and its budget, with the help of a program assistant; encourages and advises the Fellows (who are resident for an academic year, term, or summer and pursue their own research); assists in editing the publications of the program; organizes symposia, occasional colloquia and workshops, and public lectures; contributes to the oversight of project grants; and promotes the relevant disciplines. Major responsibilities of the Director include overseeing the process for selecting fellows and junior fellows (for both the academic year and the summer) and fostering a productive, stimulating and collegial atmosphere during the fellowship year. The Director will also engage in internal administrative activities within Dumbarton Oaks.

Applicants must have a Ph.D. in one of the disciplines within Pre-Columbian Studies, with a notable record of publication; strong administrative and interpersonal skills; and a general understanding of museum, library, and fellowship practices. Significant post-doctoral professional experience required, preferably in an academic setting. Previous or on-going editorial experience is desirable. Candidates should also have a broad acquaintance with various aspects of the field of Pre-Columbian Studies outside their own specialization, and should be able to join in the general intellectual life of Dumbarton Oaks. Successful candidates have tended to be mid- or later career. Whatever their career stage, they will have a track record in setting and meeting goals independently.

The position is a five-year appointment, renewable for a second term, and will become available in July 2012.

Compensation

Grade 60, salary based on experience. Excellent benefits including medical, dental, time away, and retirement plans. Collegial environment in beautiful Georgetown location with free parking or commuting subsidy provided.

Application

The deadline for applications is February 15, 2012. Candidates should submit a detailed CV and list of references to:

Pallavi Jain
Human Resources Generalist

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