

**Assistant Professor of Museum Studies**  
**FACULTY JOB DESCRIPTION**

**DEPARTMENT:** MUSEUM STUDIES - ACADEMIC UNIT  
**CLASSIFICATION:** EXEMPT- FULL/TIME FACULTY (10-MONTHS)  
**REPORTS TO:** MUSEUM STUDIES DEPARTMENT CHAIR (or the DEAN'S DESIGNEE)  
**LAST UPDATED:** OCTOBER 2013

**Summary of Responsibilities:** Incumbent in collaboration with the Museum Studies Department Chair will take the lead in the development and delivery of Museum Studies coursework, both online and in face-to-face instruction. In addition, incumbent will actively participate in the development of the Museum Studies curriculum with an emphasis on Indigenous curatorial processes and practices. Incumbent will be actively engaged in the assessment and improvement of student learning. The incumbent will perform the duties, responsibilities, and requirements of the position outlined in the Essential Functions, and support IAIA's mission, vision and core values.

**Essential Functions:**

- Teach all levels of Museum Studies courses.
- Teach three courses per semester, or two courses and oversee internships while actively working to strengthen student internship possibilities.
- Oversee students who are conducting independent studies.
- Actively aid in both the installation of exhibits and experientially teaching students within the student Balzar Contemporary Edge Gallery.
- Maintain on-going professional practices and demonstrate a recognized standing in the Museum Studies profession with an emphasis on Indigenous practices.
- Participate in educational and professional activities within the Institute.
- Provide students with proficient advising in the Museum Studies degree program and career opportunities.
- Keep the appropriate number of office hours per week.
- Participate in assigned committee work and meetings.
- Participate in curriculum development.
- Participate in all required/assigned assessment and/or accreditation activities.
- Participate in all required activities during in-service periods.
- Maintain adequate facilities for the program and the delivery of required courses.
- Collaborate with related departments.
- Other duties as assigned.

**Required Education:**

Requires MA, MFA or PhD in Museum Studies, Cultural Anthropology, Native American Art History, American Indian Studies or equivalent degree and experience. Two years college-level teaching experience preferred. Experience with American Indian/Alaska Native cultures, students, artists and/or communities preferred. Incumbent must demonstrate a high level of professional achievement. Must demonstrate a track record in the Museum field. Must have a satisfactory background check. IAIA adheres to a "Native American preference" hiring policy

**Required Competencies (Skills/Knowledge and Abilities)**

- Possess comprehensive knowledge of curatorial techniques and methodologies, collections care management & preventive maintenance, the history of and current issues in repatriation, current technologies being utilized within exhibitions and collections care management.
- Excellent and proven communication and problem solving skills as it relates to instructional responsibilities.

- Knowledge of best practices within indigenous education and research, indigenous curatorial methodologies, and experiential learning.
- Proven ability to communicate clearly and effectively with all levels and with all peoples and groups.
- Proven ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Demonstrated ability and willingness to adapt teaching style towards learning outcomes.
- Demonstrated ability and willingness to support program goals and objectives and take a leadership role in further developing strategic goals of the Museum Studies Department.
- Demonstrated ability to guide and facilitate students through a process of knowledge and skill building.
- Demonstrated sensitivity towards Native American and an ability to motivate and teach students from diverse ethnic backgrounds.
- Demonstrated commitment to assuming faculty responsibilities beyond the classroom in a shared governance environment.
- The faculty member must adhere to appropriate professional standards of conduct and ethics, including:
  - confidentiality
  - integrity and honesty
  - compliance with directives
  - cooperate and work respectfully with others
  - participate in meetings as required
- Ability to adapt quickly and effectively to changes in the work environment.
- Ability and skill to demonstrate a pleasant, courteous, and professional demeanor and presence at all times.
- Ability to be a self-starter and highly self-motivated to support and improve the Institute of American Indian Arts' goals.
- Ability to respond to requests in a timely manner.
- Excellent communication skills using the spoken and written word.
- Ability to work with moderate supervision, to begin assignments independently (or as assigned), and to bring assignments to conclusion on a timely basis.
- Demonstrate compliance with all applicable and essential IAIA policies, processes and/or procedures.
- Ability to perform other duties as assigned.

#### **Working Conditions:**

- Ability to utilize ladders, dollies and other equipment in the installation and de-installation of gallery exhibits.
- Must be able to lift at least 50 lbs.
- Ability to effectively use a computer for extended periods of time.
- Ability to instruct for extended periods of times, in a classroom environment.
- Ability to work in an environment which requires exposure to or use of wall paints, glues and adhesives, some solvents such as paint thinner and acetone – utilizing particle masks, gas masks, fumigation hoods and protective eye, face and clothing supplies.
- Effective communication skills using the spoken and written word to a wide range of audiences, but in particular to college students and faculty colleagues.
- Ability to see, view, review and wide range of relevant academic information.
- May be asked by Department Chair/Dean to perform other duties.
- Performance evaluation will be assessed on academic results as described herein.
- The Dean in conjunction with the Museum Studies Department Chair, reserves the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.

FACULTY \_\_\_\_\_ DATE \_\_\_\_\_

IAIA PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

ACADEMIC DEAN \_\_\_\_\_ DATE \_\_\_\_\_

HR DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_