University Information

Org/College: Office of the Provost
Department: Office of Community Engagement – Grant Wood Art Colony
UI Job Code: PEA3  Pay Level: 4A
Job Function: Arts, Culture & Entertainment  Job Family: Collections Management
University Classification: Collections/Exhibitions Manager

Department Information

Org/Dept/Sub-dept #: 02-0185-00000
Position #: 00283502
Working Title (if applicable): Research Director, Grant Wood Catalogue Raisonné Project
This Position Reports to (Title/Position #): Director, Grant Wood Art Colony
Position Has Administrative Supervision? ☒ No ☐ Yes

Position Information

Position Overview: This person will report to the Director of the Grant Wood Art Colony and will be responsible for day-to-day management of the catalogue raisonné. As Research Director, you will be the primary point person on the GWCR for University of Iowa colleagues, outside editorial and technology consultants, CR researchers and other CR staff, and the GWCR Advisory Committee. You will develop tools and systems to manage critical CR information, selecting software, database, and web platforms and tools. You must quickly develop a familiarity with the crucial literature on Wood and actively engage in research. You will be involved in processing archival and published materials; must read actively, participate in discussions with researchers and the GWCR team, and be active in the broader CR community.

This role will be a three-year specified term that may be renewed for 2 additional years as funding is confirmed.

The Grant Wood Catalogue Raisonné (GWCR) will be administered at the Grant Wood Art Colony (GWAC), which is a program within the University of Iowa where Wood taught from 1934 to 1942.

The National Advisory Board of the GWAC has long recognized the lack of a Grant Wood catalogue raisonné that could enhance scholarship and understanding about Wood and his times. Rectifying this need, the GWCR will develop a comprehensive, annotated online catalogue of all of Wood’s known works of art, from which future scholarship and exhibitions can be developed. The database will document all known works by Grant Wood through photographs of the objects, information about their characteristics, provenance, and the works’ historical context, the exhibition and bibliographic histories of the art, and a record of collectors and museums holding Wood’s work. All the information in the database will be publicly accessible through a website. Making an important contribution to the original research in art, art history, and community engagement already fostered by the GWAC, the catalogue raisonné will serve a broad array of national and international authors, curators, collectors, and art dealers who wish to authenticate works purportedly by Wood, both those known and yet to be discovered.

Salary: $70,000 with benefits  Campus Location: Grant Wood Art Colony (GWAC)
## What You Do: (Key Areas of Responsibility)

### Education and Exhibition/Outreach (PEA3): May determine overall direction for a specific collection or program. Design/write program information. Create, select, or recommend exhibitions, events, and presentations. Evaluate recommendations and create ancillary programs and activities. Advise the public about conservation and appraisal and/or outreach services.

- Point person for Grant Wood in the CR community; be actively engaged in what is going on in the CR world.
- Manage all aspects of the call for works including, but not limited to, research related to legal and insurance issues; create and implement an on-line submission system; coordinate any public relations related to call for works or CR in general.
- Communicate with owners of works of art, including private owners, public institutions, and auction houses, announcing the project, and requesting information.
- Interact with Grant Wood Art Colony and participate in the biennial symposium.
- Write reports for the Advisory Committee.

### Scholarship and Research (PEA3): Perform research on collections. Manage requests for images for publications, film, electronic media, and educational use. Mentor students on research methodology. Maintain active records of research and/or publication.

- Lead, assign, and supervise daily research; create research guidelines and timeline.
- Oversee and implement fact-checking process for all elements of the CR including but not limited to copy editing short artwork and series descriptions, chronology, bibliography, exhibition history, provenance, media lines.
- With assistants and researchers: develop and flesh out existing research files (physical and digital) including exhibition, chronologies, provenance, and exhibition history.
- Develop public-facing website to share artwork and serve as a platform for ongoing research and digital humanities projects.

### Program Development and Administration (PEA3): May determine the overall direction for a specific collection or program. Create partnerships that develop programs and/or events. Respond to information requests. Analyze recommendations and develop policies. Monitor budgets. Develop projects aligned with grant availability. Write internal and external grant proposals. Complete and submit internal/external grant reports. Liaise with granting agency. Hire, train, manage, and supervise student workers, volunteers, and professional employees. Assure staff are compliant with UI policies and procedures. May develop budget, implement, and monitor budgets.

- Establish, implement, maintain, and enforce project plans and related timeline.
- With the Advisory Committee and others on the GWCR team, establish and document the methodology and terminology for examining artwork and entering CR data; develop on-line submission forms; execute data entry; and maintain database for GWCR (platform TBD).
- Hire and manage GWCR staff which may include graduate research and data assistants, researchers for bibliography, exhibition history, chronology, provenance; copy editor; contract staff including photographers and art handlers as needed.
- Establish and maintain procedures and style sheet where all decisions are recorded and can be referred to by all those working on the GWCR.
- Day-to-day management of research team; coordinate art handling and photography; establish examination procedures.
- Assess, commission, and manage digital and physical GWCR photo assets.
- Maintain photographic guidelines to standardize photography and online submission forms.
- Schedule all GWCR team and committee meetings and manage meeting notes / minutes.
- Supervise graduate assistants and any researchers in the field.
- Manage all GWCR finances: budget, invoices, and other expenses.
- Organize all travel for archives research and artwork exams and related expenses.
- Coordinate all insurance and legal issues related to the GWCR in conjunction with Grant Wood Art Colony and University personnel.

## Universal Competencies
### Collaboration/Positive Impact:
*Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.*

**Proficiency Level:** Extensive
- Ensures time, resources, energy, learning opportunities, and actions are focused on priorities important to the changing workplace.
- Identifies and resolves disagreements/conflicts in early stages.
- Promotes a safe, fair, respectful environment in which concerns can be addressed effectively.
- Recommends changes to work practices and policies to achieve desired outcomes.

### Service Excellence/Customer Focus:
*Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.*

**Proficiency Level:** Extensive
- Participates in developing a variety of effective ways to deal with service challenges.
- Models service delivery and coaches’ others to deliver excellent service in a variety of settings.
- Communicates well with direct reports, peers, leadership, and external constituents.
- Utilizes various methods for information sharing and information gathering. Modifies processes to enhance service.

### Welcoming and Respectful Environment:
*Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including: race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.*

**Proficiency Level:** Extensive
- Promotes a workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, where every individual is empowered to make a positive impact, and in which workplace concerns are addressed effectively.
- Identifies unit policies and practices that could have a disparate impact based on protected classifications as defined by federal and/or state law.
- Recommends policies and practices to advance a welcoming and respectful workplace environment as described above.
- Forms respectful relationships with individuals and organizations representing various constituencies and seeks regular input to better understand potential issues and to enhance recruitment and retention efforts.
- Supports implementation of unit strategic plans related to a welcoming and respectful workplace environment.
- Engages in on-going self-reflection and continues to advance one’s own knowledge and skills related to fostering a welcoming and respectful workplace environment.
- Recognizes and addresses disrespectful or non-welcoming behavior in one’s unit/department.

Staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

### How You Do Your Job: (learn about competencies and proficiency levels here)

#### Collections Content and Inventory Management:
*Knowledge of processes and procedures for maintaining and preserving relevant and up-to-date collections for the intended educational, research and/or donor, etc., services.*

**Proficiency Level:** Extensive
- Compiles, analyzes, and uses usage statistics to determine additional needs.
- Participates in evaluation and selection of external reference sources and services.
--upgrades the processes, tools, and techniques for assessing collections and access to them.
**Educational/Instructional Program Management:**
Knowledge of and ability to manage educational/instructional programs, including research projects, extra-curricular activities, and/or academic planning.

- Proficiency Level: Extensive
  - Develops institutional partnerships with schools and other organizations to augment the development of education programs.
  - Advises on the benefits and drawbacks of inter-institutional agreements for the educational program.

**Planning: Tactical, Strategic:**
Ability to contribute to operational (short term), tactical (1-2 years) and strategic (3-5 years) planning in support of the overall business plan.

- Proficiency Level: Expert/Leader
  - Contributes to the overall strategic business goals and plans of the organization.
  - Creates and implements a strategy for supporting current and future business needs.
  - Directs the development, maintenance, and communication of own function's strategic plan.
  - Reviews and consults on the final strategic plan in collaboration with the business units.
  - Develops long-term strategies to deliver services that keep pace with technology trends.
  - Monitors industry for innovations in planning processes.

**Relationship Management:**
Ability to establish and build healthy working relationships and partnerships with colleagues within and external to own unit, those to whom services are provided, vendors, the public, regulatory/governmental agencies, etc., all of whom may be seen as "customers" or receivers of services provided by the University.

- Proficiency Level: Expert/Leader
  - Oversees "customer" reviews to clarify expectations and discuss actual service delivery.
  - Coaches others in the value, issues, and methods of collaborative partnerships.
  - Helps team, colleagues and others discern trends and their implications for service delivery, strategic direction, operational improvement, etc..
  - Maintains status information on major developments in "customer" environment.
  - Collaborates with clients in the pursuit of common work objectives.
  - Fosters a climate conducive to establishing positive working relationships with outsiders.

**Academic Research:**
Knowledge of academic research theories and methodologies; ability to use common academic sources to acquire desired information.

- Proficiency Level: Extensive
  - Designs and conducts research studies in a specialized academic area or function.
  - Coaches others on the full spectrum of approaches and tools for conducting academic research.
  - Chooses from different methodologies and explains their relative merits; creates a formal research process.
  - Conducts academic research to prove and disprove theories in multiple applications.
  - Evaluates key assumptions and variables that factor into academic research conclusions.
  - Collaborates with academic experts in related disciplines to incorporate additional functions into a study.

**Budgeting:**
Knowledge of, and ability to apply, policies and practices for planning and administering a budget.

- Proficiency Level: Expert/Leader
  - Ensures organizational budgeting practices meet regulatory requirements.
  - Discusses alternative budgeting strategies versus business situations.
  - Champions importance of rigor in budget managing, reporting, and explaining.
  - Monitors and ensures adherence to organization’s financial practices and standards.
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<th>Contracts Management &amp; Administration: Knowledge of and ability to use the proper processes and practices for managing and administering a variety of contractual agreements.</th>
<th>Proficiency Level: Extensive</th>
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<td>- Reviews and approves all major budget adjustments; negotiates and reconciles line item variances.</td>
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<td>- Introduces technologies, policies, and programs for more effective budget management.</td>
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<th>Document Management: Knowledge of and ability to store, categorize and update an organization's documents in order to ensure the security, effectiveness, and integrity of business information.</th>
<th>Proficiency Level: Extensive</th>
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<td>- Supervises management and administration for a wide variety of contracts, including grants.</td>
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<td>- Advises on the practices and considerations for upgrading existing contracts and solving complex contract management problems.</td>
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<td>- Trains others on how to use advanced technologies and tools for contracts management.</td>
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<td>- Develops standard processes to maximize contracts efficiency and effectiveness.</td>
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<td>- Evaluates operational issues and considerations in contract enforcement.</td>
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<td>- Anticipates contract issues and manages risk regarding legal issues.</td>
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<td>- Develops, implements and communicates policies and practices for contract and grants.</td>
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<th>Research and Verification: Knowledge of tools, techniques, and resources for obtaining or validating information to be published, exhibited or presented in a variety of methods.</th>
<th>Proficiency Level: Expert/Leader</th>
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<td>- Leverages long-term experience with researching and validating a variety of publishable or presentable information and/or materials.</td>
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<td>- Conducts research for high-exposure documents and/or materials (marketing, speeches, press releases, scholarly research, exhibitions).</td>
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<td>- Contributes to defining research and verification approaches, practices and sources.</td>
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<td>- Develops research practices and approaches in own area.</td>
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<td>- Stays abreast of new internal and external sources of information.</td>
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<td>- Consults to others on research and verification processes, techniques and solutions.</td>
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<th>Written Communications: Knowledge of written communications issues and ability to produce a variety of business documents that demonstrate command of language, clarity of thought, and orderliness of presentation.</th>
<th>Proficiency Level: Expert/Leader</th>
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<td>- Uses a broad range of techniques in communicating complex ideas to diverse populations.</td>
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<td>- Ensures others understand the critical elements of effective and efficient written communications.</td>
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<td>- Coaches others in techniques in writing for business and professional publication.</td>
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<td>- Authors or co-authors white papers on specialized and state-of-the art topics.</td>
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<td>- Writes reports, articles, or books for distribution to the business or professional community.</td>
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### Position Qualifications: (for recruiting purposes only, fill when replacing position)

**Education (or equivalency) Required**
- Master’s degree in art history or related field, or an equivalent combination of education and experience

**Experience Required**
- Minimum 2 years of experience doing research in libraries and archives.
- Minimum 2 years of experience working with museum databases including relational databases and/or cataloging works of art.
- Minimum 2 years of experience leading a team(s).

**Competencies Required**
- Demonstrates an extensive proficiency level in:
  - Ability to successfully manage projects. Demonstrated by excellent communication skills, ability to meet deadlines, excellent problem-solving skills, and ability to work independently with strong attention to detail.
  - Building positive, productive, and collaborative relationships with a variety of constituents including but not limited to internal/external stakeholders, advisory boards, art community members and partners.
  - Excellent editorial, organizational, analytical, and problem-solving skills.
  - Data entry & software use skills. Demonstrated by extensive proficiency in the use of Microsoft Word and Excel, scanning software and hardware, and with the Adobe suite.

**Special Qualifications Required**
- Willing to work at the Grant Wood Art Colony in Iowa City, Iowa in a designated house provided for the catalogue raisonné as a living/workspace.

**Desirable Qualifications**
- Ph.D. in art history, or comparable experience, with specialty in 20th century and/or American art history, strongly preferred.
- Experience with organizing catalogues raisonnés and/or managing websites including content creation and web design.
- Experience interacting with archives, museums, private collectors, auction houses, galleries, and the catalogue raisonné community at large.
- Prior knowledge of and appreciation for the work of Grant Wood.