



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): **Project Manager, 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: 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 need for a Grant Wood catalogue raisonné (GWCR) has long been recognized as essential for enhancing scholarship, preparing exhibitions, and understanding Wood and his era. Rectifying this need, the GWCR will develop a comprehensive data base of Wood's known work that will be stored on a website and be accessible to users around the world. Within the funded project timeline (36 months), the CR database will document as many known works made by Grant Wood as possible – not only his paintings, murals, and prints but his three-dimensional work in metal, wood, and glass. The individual entries will include up to date photographs of the object, standard information such as medium, date and dimensions, provenance, exhibition history, bibliography, and notations about its history. The catalogue raisonné will serve a broad array of national and international scholars, curators, collectors, and art dealers seeking information about the artist's corpus.

The Grant Wood Catalogue Raisonné Project will advance the educational aims of the GWAC and the University of Iowa in significant ways. University of Iowa graduate students in art history, museum studies, and library science may have opportunities to assist with the project and learn the procedures and science of cataloguing works of art. The project will nurture the development of a broad array of scholarship and creative work.

The Project Manager (PM) will be responsible for day-to-day management of the catalogue raisonné. The PM will be the primary point person on the GWCR for University of Iowa colleagues, outside editorial and technology consultants. The PM must quickly develop a familiarity with the crucial literature on Wood and actively engage in research. They will be involved in processing archival and published materials; must read actively, participate in discussions with researchers, the Grant Wood Advisory Board, and be active in the broader CR community.

LOCATION

The Grant Wood Art Colony is near the University of Iowa campus in Iowa City. It centers around 1142 East Court Street, Grant Wood's former home in Iowa City. Five houses adjacent to 1142 East Court Street have been acquired to create a unique architectural setting for this creative artistic community. One of these houses is available to the PM as a residence and work place.

The GWCR will have access to the extensive resources of the University of Iowa, a major research university based in a lively Midwestern university town. Libraries, museums, archives, and a host of researchers and scholars will be close at hand. In addition, major collections of Grant Wood's art and archival materials are based in eastern Iowa at the Figue Museum of Art and the Cedar Rapids Museum of Art.

This role will be a three-year specified term position.

Salary: \$45,540 to commensurate plus on-campus housing provided.

Campus Location: Grant Wood Art Colony (GWAC)

Work Modality: On-campus

Percent Time: 100% (40 hrs/week)

What You Do: (Key Areas of Responsibility)

<p>Education and Exhibition/Outreach (PEA3): <i>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.</i></p>	<ul style="list-style-type: none"> • Establish, implement, maintain, and enforce project plans and related timeline. • Establish and document the methodology and terminology for examining artwork and entering CR data; develop on-line submission forms; execute data entry; and maintain an internal database for GWCR. • Establish and maintain procedures and style sheet where all decisions are recorded and can be referred to by all those working on the GWCR. • Point person for Grant Wood in the CR community; be actively engaged in what is going on in the CR world. • Communicate with owners of works of art, including private owners, public institutions, and auction houses, announcing the project and requesting information
<p>Scholarship and Research (PEA3): <i>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.</i></p>	<ul style="list-style-type: none"> • 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.
<p>Program Development and Administration (PEA3): <i>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.</i></p>	<ul style="list-style-type: none"> • 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

<p>Collaboration/Positive Impact: <i>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.</i></p>	<p>Proficiency Level: Extensive</p> <ul style="list-style-type: none"> • 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.
<p>Service Excellence/Customer Focus: <i>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.</i></p>	<p>Proficiency Level: Extensive</p> <ul style="list-style-type: none"> • 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.
<p>Welcoming and Respectful Environment: <i>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.</i></p>	<p>Proficiency Level: Extensive</p> <ul style="list-style-type: none"> • 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.
<p>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</p>	
<p>How You Do Your Job: (learn about competencies and proficiency levels here)</p>	
<p>Collections Content and Inventory Management: <i>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.</i></p>	<p>Proficiency Level: Extensive</p> <ul style="list-style-type: none"> • 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.

<p>Educational/Instructional Program Management: <i>Knowledge of and ability to manage educational/instructional programs, including research projects, extra-curricular activities, and/or academic planning.</i></p>	<p>Proficiency Level: Extensive</p> <ul style="list-style-type: none"> • 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.
<p>Planning: Tactical, Strategic: <i>Ability to contribute to operational (short term), tactical (1-2 years) and strategic (3-5 years) planning in support of the overall business plan.</i></p>	<p>Proficiency Level: Expert/Leader</p> <ul style="list-style-type: none"> • 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.
<p>Relationship Management: <i>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.</i></p>	<p>Proficiency Level: Expert/Leader</p> <ul style="list-style-type: none"> • 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.
<p>Academic Research: <i>Knowledge of academic research theories and methodologies; ability to use common academic sources to acquire desired information.</i></p>	<p>Proficiency Level: Extensive</p> <ul style="list-style-type: none"> • 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.
<p>Document Management: <i>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.</i></p>	<p>Proficiency Level: Extensive</p> <ul style="list-style-type: none"> • Compares features and functions among multiple document management products and technologies. • Trains others on using advanced management features and products. • Evaluates key issues and considerations for static and dynamic document management. • Details and operates specific requirements on content management, archiving and audit trails.

	<ul style="list-style-type: none"> • Contributes to defining document management processes, procedures and standards. • Consults to others on integrating document management systems with imaging applications.
<p>Research and Verification: <i>Knowledge of tools, techniques, and resources for obtaining or validating information to be published, exhibited or presented in a variety of methods.</i></p>	<p>Proficiency Level: Expert/Leader</p> <ul style="list-style-type: none"> • Leverages long-term experience with researching and validating a variety of publishable or presentable information and/or materials. • Conducts research for high-exposure documents and/or materials (marketing, speeches, press releases, scholarly research, exhibitions). • Contributes to defining research and verification approaches, practices and sources. • Develops research practices and approaches in own area . • Stays abreast of new internal and external sources of information. • Consults to others on research and verification processes, techniques and solutions.
<p>Written Communications: <i>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.</i></p>	<p>Proficiency Level: Expert/Leader</p> <ul style="list-style-type: none"> • Uses a broad range of techniques in communicating complex ideas to diverse populations. • Ensures others understand the critical elements of effective and efficient written communications. • Coaches others in techniques in writing for business and professional publication. • Authors or co-authors white papers on specialized and state-of-the art topics. • Writes reports, articles, or books for distribution to the business or professional community. • Monitors developments in writing, e.g., web sites, blogs, etc., for potential use by organization.
<p>Position Qualifications: (for recruiting purposes only, fill when replacing position)</p>	
<p>Education (or equivalency) Required</p>	<ul style="list-style-type: none"> • Master’s degree in art history or related field, or an equivalent combination of education and experience
<p>Experience Required</p>	<ul style="list-style-type: none"> • Some experience with relational databases required. • Prior CR experience and knowledge of CR best practices preferred. • Must demonstrate expertise in cataloging individual works of art • Proven ability to work well with a team. • Project management experience preferred. • Proven research background and experience in libraries and archives. • Experience interacting with archives, museums, private collectors, auction houses, galleries. • Proficient with Microsoft Word and Excel; with scanning software and hardware, and with the Adobe suite.
<p>Competencies Required</p>	<p>Demonstrates an expert/leader proficiency level in:</p> <ul style="list-style-type: none"> • Ability to successfully manage projects. Demonstrated by excellent communication skills (written and oral), ability to meet deadlines, excellent problem-solving skills, and the ability to work independently with strong attention to detail. • Building positive, productive, and collaborative relationships with a broad range of constituents. • Having a meticulous approach to record keeping and research.

Special Qualifications Required	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Ph.D. in art history, or commensurate experience, preferably an historian of American art who specializes in the visual arts of the 20th century.