

SLIS Dean's Fellow

Title: SLIS Dean's Fellow for Cultural Heritage Informatics and the University Art Collection

Start date: January 2025

Job Description:

The Dean's Fellow will assist SLIS faculty and Simmons curatorial staff by carrying out a range of collection management projects with the goal to widen access to the Simmons University Art Collection. The Dean's Fellow will help SLIS faculty integrate collection objects directly into the SLIS Cultural Heritage Informatics curriculum, while also exploring strategies to further the use of objects in a variety of courses at SLIS and across the university. The Dean's Fellow will gain valuable experience in collection management, including work in documenting the collection, assisting faculty in research on objects, and in facilitating inter-campus artwork loan processing. We are looking for a responsible, committed, art-loving SLIS student with skills in research and information organization. Prior gallery, collection/archive management or arts administration experience is a plus.

Simmons has a unique collection that integrates art into every area of the University. We have been fortunate to receive major gifts such as photographs and screen prints from the Andy Warhol Foundation, the Harold Edgerton Foundation, and significant gifts from individual and anonymous donors. The University owns a wide breadth of work from Honoré Daumier to M.C. Escher. Because of the strong vision of the founding curator, Robert Oppenheim, Simmons holds one of the premier collections of contemporary New England women artists. We are currently acquiring select artworks from emerging and early career Boston area artists in an effort to further diversify our collection.

Responsibilities include:

- Working with faculty to integrate collection objects into SLIS courses
- Developing processes for inter-campus artwork loans
- Consulting faculty regarding how they might use the collection in their teaching
- Preparing collection documentation, including metadata and object condition reports
- Supporting faculty research on collection objects

Requirements / Qualifications:

- Ability to perform physical tasks within the scope of abilities
- Work with limited supervision, individually and as part of a team
- Experience using with Microsoft Excel, Google Drive
- Attention to detail, ability to take initiative, organizational skills, and eagerness to learn about our collection

Other details:

- Knowledge of Adobe Creative Suite (Photoshop/Lightroom/InDesign/Illustrator) would be a plus for certain special projects but not necessary

- Familiarity with photographing objects (i.e., knowledge of DSLR usage, lighting techniques, backdrop staging) would be a plus but not necessary

Requirements: Enrolled in the MSLIS degree or MSLIS dual degree program full-time (three classes in the fall and spring semesters), with three or fewer courses completed by the start of the Spring 2025 semester.

Award: The scholarship award covers credits for the academic year, typically 6 credits in the fall and spring semesters. If renewed, the total award shall not exceed 24 credits. For the assistantship, the fellow is paid an hourly rate of \$17.00.

Appointment length: The successful candidate will be asked to make a one year commitment, with the strong possibility of renewal for a second year contingent upon satisfactory performance in the assistantship position and in the academic program.

Schedule: 20 hours per week for 14 weeks in the spring and fall semesters; summer hours to be discussed with supervisor.

Eligibility: Students who are able to work on our Boston campus are eligible. International students are eligible.

Deadline: October 15, 2024 (your admission application, supporting documents, and fellow application must all be received by this date)

Supervisors: Kyle Mendelsohn, Faculty Support Coordinator—Events and Gallery Specialist, Ifill College. Helen Popinchalk, University Collection Curator. Peter Botticelli—CHI Director.

How to apply: To apply, please email a current resume and letter of interest specifically addressing the requirements of the position to slisadm@simmons.edu. Use the subject line: "Dean's Fellow for Cultural Heritage Informatics" and send it from the same email address you used on your admission application.