



**RICHMOND  
THE AMERICAN INTERNATIONAL  
UNIVERSITY IN LONDON**

**ASSISTANT OR ASSOCIATE PROFESSOR OF VISUAL ARTS MANAGEMENT  
AND CURATING (0.5FTE)**

**Salary range £33,330 to £46,570 per annum pro-rata  
Plus excellent benefits**

Richmond, The American International University in London, is looking to recruit a high calibre Assistant or Associate Professor of Visual Arts Management and Curating. Candidates are sought to fulfil the role of programme convenor of the MA in Visual Arts Management and Curating, to teach in their area of expertise, to supervise student summer internships and the professional research project, and to conduct administrative duties required of a programme convenor including external relations for student placements.

To be considered for this position, candidates must have:

- A record of substantial professional experience in the visual arts sector;
- A strong record of relevant teaching experience in higher education, preferably in both UK and US systems and particularly at Masters level;

A PhD in a related field and an active research record supported by publications or with demonstrable potential to develop such a record to complement and enhance the current research within the department, are desirable.

This position is based at the Kensington Campus.

Richmond is a private, not-for-profit, liberal arts and business studies University. It has dual degree accreditation, awarding UK and US taught undergraduate and master's degrees. Richmond is an equal opportunities employer. A basic level DBS check is required for this position.

For further information about this vacancy and the University, please visit: [www.richmond.ac.uk](http://www.richmond.ac.uk)

**Closing date: 31 October 2019**

**Interviews will be held on 12 November 2019**

Please submit an application online at <http://careers.richmond.ac.uk/> ensuring you upload a current CV and supporting statement which outlines qualifications and teaching experience, together with details of three recent work-related referees.

**Please note that while submitted applications will be acknowledged, we are unable to provide individual feedback**



# RICHMOND THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON

## JOB DESCRIPTION

### **TITLE: ASSISTANT/ASSOCIATE PROFESSOR OF VISUAL ARTS MANAGEMENT AND CURATING (0.5 FTE)**

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#### **REPORTS TO:**

The Assistant/Associate Professor of Visual Arts Management and Curating reports to the Dean, School of Communications, Arts and Social Sciences.

#### **SUMMARY:**

The Assistant/Associate Professor of Visual Arts Management and Curating is responsible for teaching, advising and assessing students in the courses s/he teaches; developing the curriculum in his/her specialist subject; undertaking departmental and University duties; and demonstrating service in complementary University activities.

#### **MAIN DUTIES:**

As a .5 fractional Assistant/Associate Professor, you are required to be available each academic year from the start of Fall Orientation through to the end of Summer School. Your teaching obligation will be 12 semester hours per academic year which, subject to prior written approval by the Dean, can be distributed among the Fall, Spring and, where applicable, Summer sessions. During the Fall and Spring semesters, you are required to be present on campus at least three full working days a week, and to maintain office hours, and to attend faculty meetings as specified in Academic Policies and Procedures, and as communicated by your Dean.

Your main duties are summarised below.

#### **Teaching and curriculum development:**

- teach 12 semester hours (4 courses) over an academic year comprising two semesters and one six-week summer school, covering undergraduate and, where appropriate, graduate courses in the American system of higher education;
- serve in an administrative capacity as an undergraduate Subject Leader or a Postgraduate Convenor, if required;
- prepare syllabi, reading lists, grading assessment standards and classroom instruction;
- carry out continuous assessment of students;
- invigilate mid-term and final examinations;

- mark mid-term and final examination papers and submit grades, together with relevant graded course work, in accordance with established procedures and required deadlines;
- undertake regular curriculum and program reviews in your specialism and revise and develop as necessary in consultation with the Dean;
- prepare the annual programme evaluation;
- undertake preparation for, and participate in Board of Examiners' meetings;
- inform the library of books required for courses;
- inform Department Administrative Assistant of the requisite books to be ordered for the course/s;
- maintain class attendance registers and submit them to the Registry Services;
- arrange and supervise field trips, as appropriate;
- supervise internship students, as required.

**Student advising and mentoring:**

- maintain at least two, regular office hours per week for out-of-class consultation with students;
- provide academic advice to a given group of students covering course selection and academic development; regularly monitor their performance and liaise closely with the Co-ordinator of Academic Advising;
- encourage, promote and participate in co-curricular and extra-curricular activities.

**Scholarship and/or professional development:**

- undertake research, consulting and scholarly activities appropriate to the level of Assistant/Associate Professor in an international university;
- develop and maintain a record of research and scholarly achievement;
- take advantage of opportunities for professional development;
- prepare for and participate in the annual performance and development review with the Dean;
- further, through personal example, the international and liberal arts education mission of the University.

**Service duties:**

- attend and participate in Orientation;
- attend and participate in departmental meetings;
- attend and participate in faculty meetings and, as requested, University-wide committees;
- assist the Dean in identifying qualified adjunct part-time faculty;
- formulate and recommend subject area budget needs to the Dean as requested;
- adhere to and promote the University's health and safety policies and procedures.

**LOCATION:**

The Assistant/Associate Professor will be required to work at both the Richmond and Kensington campuses, as teaching and administrative workloads demand.

**SPECIAL NOTE:**

A Basic Level Disclosure and Barring Services check is required for this position.

**GENERAL:**

The above responsibilities are subject to change at the discretion of the Dean and shall include other responsibilities as the Dean may from time to time assign. The Dean may also, at his discretion, reassign some of the above responsibilities. The Dean will work with the Assistant/Associate Professor to co-ordinate work and resolve problems and will evaluate the Assistant/Associate Professor's performance.

**PERSON SPECIFICATION:**

**ESSENTIAL:**

- a record of professional practice in the visual arts including in visual arts management and Curating;
- proven teaching experience in US or UK higher education, preferably in an international, multicultural institution, together with an active research agenda;
- be committed to the international and intercultural dimensions of the discipline and the student body;
- have an imaginative, innovative and enthusiastic approach to teaching and curriculum design;
- be an effective communicator both orally and in writing;
- be committed to working with both faculty and non-faculty colleagues in the furtherance of the University's mission;
- demonstrate high levels of interpersonal skills and a genuine commitment to working in a collegial environment;
- be prepared to make use of new technology wherever appropriate.

**DESIRABLE:**

- a PhD, MBA or terminal qualification in the relevant subject area;
- a related professional qualification.

**DATE REVIEWED:**

August 2019.