

Otis College of Art and Design
Assistant Chair
Undergraduate Fine Arts Department

Job Function:

The Fine Art's Department at Otis is looking for an accomplished arts and academic professional and experienced educator to serve as Assistant Chair. The position will play an important role in the development and direction of the department, working with the Chair, Program Directors and faculty on various academic and strategic planning initiatives. The Assistant Chair will provide administrative support to the Fine Arts Department and work closely with the Chair and faculty to develop new programs and initiatives. This position is ideal for someone who is seeking an academic administrative position that includes teaching.

Responsibilities Include:

- Provide academic and administrative support to the Fine Arts Department.
- Teach one to two courses per semester.
- Develop curriculum, electives and special programs working closely with the Chair and Program Directors.
- Coordinate departmental activities such as the Critics in Residence program.
- Assist in developing and supervising the ongoing maintenance of the annual budget in consultation with the Chair.
- Attend monthly departmental meetings.
- Serve on college-wide committees.
- Refer Fine Arts students to appropriate campus services or offices.
- Organize and participate in the department's student recruitment and retention activities.
- Enhance the visibility of the Fine Arts program through on campus and off events.

Qualifications:

A master's level graduate degree and evidence of at least five years of significant professional achievement in Art, Art History, Theory and Criticism, Curatorial Practice or related field required. Must possess a thorough knowledge of contemporary visual arts and the ability to teach effectively within the program. A currently practicing artist, curator or critic is preferred. Strong organizational skills, leadership, decisiveness and excellent verbal/written communication and quantitative skills are highly desired. Knowledge of the Los Angeles arts community is preferred. Computer proficiency in Microsoft Office as well as proficiency in basic accounting practices is needed. The position offers competitive compensation and benefits. The preferred starting date for this position is: January 1, 2011.

How to Apply:

Please submit: (1) cover letter; (2) CV; (3) work samples: visual artists, 10-20 jpegs on CD (email submission will not be accepted) and 2-5 pages of reviews/press, critics, curators and historians, 2-5 pages of writing/publication sample and/or other examples of projects. Submit materials and SASE to Meg Cranston, Chair Search Committee, Fine Arts Department, Otis College of Art and Design, 9045 Lincoln Blvd. Los Angeles, CA 90045. **APPLICATION DEADLINE: OCTOBER 1, 2010.**