**岗位说明书——美术馆主管兼学科专员**

所属部门：图书馆/美术馆 汇报机制：图书馆馆长

**岗位职责：**

1. 作为建筑与设计学院图书馆学科专员，负责建筑学与设计专业相关的信息素养教学和学科咨询服务。
2. 作为美术馆的协调主管，负责计划并开展艺术展览和相关的活动和项目。把美术馆的艺术品融合到学校的教学和科研中来。
3. 对美术馆和博物馆最新的行业标准和运作模式保持学习和跟进。对外进行有必要的行业交流和开展合作业务。对内能够开展工作坊和相关技术指导以帮助同事们学习必要的知识。
4. 完成部门交办的其他任务。

**招聘必备条件：**

1. 硕士及以上学位，3年以上工作经验。
2. 能够很好的完成英语口头和书面上的工作沟通；能够用英语进行课堂教学。
3. 具备工作上的专业素质和职业素养，具备学习新技能的能力。
4. 熟练掌握MS Office、Adobe Suite、和其他艺术设计方面的软件。

**招聘优先条件：**

1. 硕士学位为图书馆学、信息科学、或者和建筑、设计、艺术专业相关的学位。
2. 有过科研经验并且发表过学术报告演讲或学术国际期刊文章；或者有过相关的艺术展览经验。
3. 掌握某个建筑学或者艺术设计相关的科研数据库使用方法，或者熟练掌握其他学术资源的使用。
4. 海外留学或者海外工作背景。

**Job Description –Museum Coordinator and Subject Specialist**

Department: Library Report to: Library Director

**Responsibilities:**

1. Take the lead as the subject liaison and specialist to the Michael Graves College of Architecture and Design. Actively participate in departmental initiatives and standard operations, such as provision of reference services, information literacy instruction, and research consultation.
2. Take the lead as the Museum coordinator to plan and implement physical and digital exhibits, events, and programs. Develop strategies to promote discoverability of artworks and integrate resources into teaching and research at the University.
3. Keep abreast of developments in art gallery and museum standards and trends, applying new rules, interpretations, and techniques as appropriate. Lead campus workshops and host events to present art-related programs. Develop collaboration and maintain relationship with external partners.
4. Additional job duties as assigned。

**Required Qualification:**

1. Master’s degree or above. Three years of professional experience.
2. Excellent communication in both oral and written English.
3. Demonstrated commitment to professionalism, work ethics, and coachability.
4. Working or practical knowledge of MS Office, Adobe Suite, and/or related office and design technologies.

**Preferred Qualification:**

1. Master of Library Science, Information Science, or degrees related to Architectural Study, Art, and Design
2. Successful publications and presentations of research outcomes, or successful exhibit experience.
3. Experience and proficiency with discipline-focus (Architectural study & design) database and scholarly resources.
4. With overseas education background or working experience.