



Toledo Museum of Art Fellowship Program

Position Description

The Fellowship Program at the Toledo Museum of Art (TMA) seeks to train the next generation of museum leaders. In collaboration with the Andrew W. Mellon Foundation, TMA invites applications from candidates who have completed their doctoral studies within the last five years in art history or a related discipline.

The Fellow will be a strong academic performer with an interest in museum leadership positions in the future and be committed to the Toledo Museum of Art for the full two-year duration of the appointment. Appointment will begin on July 1, 2013 and run until June 30, 2015.

The Duties of the Fellow will include:

- Work closely with the director, associate director, and chief operating officer on projects related to the day-to-day management of the museum at the executive level;
- Responsibilities relating to the TMA collections in their area of curatorial expertise;
 - Assist the Curatorial Team in developing and coordinating exhibitions and publications
 - Work with other Mellon fellows in overlapping years
 - Conceptualize, define, initiate, and conduct scholarly research to prepare and present to TMA Collections staff and management team
 - Assist with the initiation and implementation of collaborations with other arts institutions to create new exhibition and scholarship opportunities
 - Work with the Education Department to assist in the creation of interpretive materials related to our collection
 - Work with Curatorial Team to establish strategic collections plan and vision
 - Respond to inquiries regarding TMA collections
- A specific project (e.g. exhibition, publication, program) for which they will carry responsibility for proposing, planning, implementation, and completion (the project will be proposed by the end of year 1 and realized by the end of year 2);
- Participation with the Museum's leadership team and staff in the implementation and evaluation of the TMA Strategic Plan 2011-2015, which has five core objectives: 1) expanding access to the collection; 2) teaching visual literacy; 3) increasing visibility; 4) developing Museum assets; and 5) working with artists.

The TMA expects that the Fellow will participate in the day-to-day activities of the Museum, complete independent work, receive professional training and development, and be mentored by senior curatorial and administrative staff.

The Fellow will be given an annual salary, benefits, a travel and research stipend, and a living allowance for accommodation. Office space, along with support for equipment and association memberships will be provided.

To apply, please submit a letter expressing your reasons for interest in this fellowship with your resume/cv, writing samples, and at least two letters of recommendation by April 15, 2013. Submissions may be by e-mail to: mellonfellowship@toledomuseum.org or by mail to: Fellowship Program, Toledo Museum of Art, PO Box 1013, Toledo, OH 43697. Enquiries should be sent to the above e-mail address.

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