



Studio Art Manager

Wofford College invites applications for a studio art manager. Reporting directly to the chair of the Department of Art and Art History, the successful candidate will work closely with the curator of the Richardson Family Art Museum and the faculty of the department. The primary responsibilities of the studio art manager are to assist the museum curator with the preparation, design and installation of exhibitions, to manage the art studios and to teach one studio art course per semester. The position also will provide additional services to the Department of Art and Art History. The position includes the opportunity for a solo exhibition in the Richardson Family Art Gallery, located within the Rosalind Sallenger Richardson Center for the Arts.

This position is a 1.0FTE full-time, exempt, two-year fixed-term appointment and is evaluated annually for reappointment. Reappointment will be contingent upon continued need, performance and funding. The normal college hours are 8:30 a.m. to 5 p.m. Monday through Friday, and the minimal work hours expected are 40 hours per week. Contingent on events and activities, occasional evenings and weekends will be required. To view the full position description, please see the [studio art manager position description](#).

QUALIFICATIONS:

An MFA in studio art or closely related field is required for appointment. Classroom teaching and effective project management experience are highly desired.

This role includes handling items or objects that weigh up to 50 pounds (or greater that will require mechanical assistance). Physical movement, in addition to climbing a ladder and working on a scaffold, is expected. Appointee will be expected to drive a cargo van and operate and work from a scissor lift (after training).

APPLICATION:

Application materials should be submitted electronically to StudioArtMgr@wofford.edu. Application materials include: (1) curriculum vitae; (2) cover letter; (3) contact information for three professional references; (4) a portfolio of your artwork, compiled into one PDF (labeled Lastname_firstname.pdf). For the cover letter, please articulate your experience with teaching, installing exhibitions and other skills related to art collection and studio management. For the portfolio, please include 10 images of your artwork and/or up to two minutes of video.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown Spartanburg, South Carolina. Wofford offers 27 major fields of study to a student body of nearly 1,800 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous student organizations, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

ABOUT SPARTANBURG

Spartanburg is a city of about 40,000 located in the northwestern part of the state, about one hour's drive from Charlotte or Asheville, North Carolina, and about 30 minutes from Greenville, South Carolina. Coastal South Carolina can be reached in about three hours. Learn more about Spartanburg at <https://www.onespartanburginc.com/about-spartanburg/>.

EEO STATEMENT:

Wofford College values diversity within our students, faculty, and staff, and strives to recruit, develop, and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.

COMPLIANCE WITH TITLE IX:

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Reports can be made to the Title IX Coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college's Title IX Coordinator (contact information below) and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator

Amanda Estabrook
429 N Church St.
Campus Life Building, Office
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

External inquiry can be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
6400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov/<http://www.ed.gov/ocr>