MFA ■ *The Museum of Fine Arts, Houston*

Position Available

Title: ICAA Digital Humanities Specialist
Reports To: Associate Director, ICAA
Pay Type: Full-Time, Regular, Exempt, 35 hrs/week
Salary: Commensurate with Experience and Education
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability
                             Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off,
                             Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Beck Building, non-smoking facility

Responsibilities:

Works with the Director and Associate Director of the International Center for the Arts of the Americas (ICAA) at The Museum of Fine Arts, Houston to develop and apply cutting-edge, interactive applications for the ICAA's digital platforms and digital archival documents. These include a new ICAA website; the **Documents of 20th Century Latin American and Latino Art: A Digital Archive and Publications Project**, its parallel book series, **Critical Documents of 20th Century Latin American and Latino Art**, the ICAA Working Papers series, and other general ICAA publications. Oversees the digitization process of all textual and image-based content and ensures that ICAA quality standards are met during each stage.

Web Content

- Advises the Director and Associate Director on creating new website features and interactive content for the new ICAA website in line with current field standards
- Manages all textual content for the new ICAA website. Works to ensure that all website content is accurate and up-to-date a and to provide new content on a regular basis
- Generates and distributes ICAA e-blasts and/or newsletters
- Develops new methods for expanding the ICAA's online identity and presence. Works across social media platforms (Facebook, Twitter, Instagram, etc.) to reach new audiences as well as existing users
- Internally responsible for maintaining the ICAA's back-end database and web platforms for content, applications, development, and integration
- Liaises with MFAH IT and contract programmer to report, follow-up, and resolve incidents involving either platform
- Monitors the website in a proactive manner to ensure that information is accurate, content is current and pages are free of errors
- As needed, implements all modifications, additions, deletions and approved digital enhancements (copy and visuals) within a web-based content management system
- Manages user accounts and monitors any fraudulent account activity on the content management system
- Responds to user queries and permissions requests from the ICAA email account
- Uploads all relevant content files to the MFAH server and, in collaboration with MFAH IT, performs routine maintenance of these files

- Interacts with the ICAA's database designer and manager to ensure a seamless experience and optimized search capability from call-to-actions to landing pages within the website
- Keeps appropriate webiste files and statistics

Documents of 20th Century Latin American and Latino Art Project
- Assists the ICAA digital cataloguer to process incoming documents and to ensure that cataloguing standards are met for all documents entering the digital archive
- Follows ICAA policies and standards to obtain copyright permissions for all documents and their images
- Assists the Associate Director and Research specialist in the development and publishing of the Working Papers series

Other
- Assists the ICAA Director, Associate Director, and Research Specialist with administrative tasks when needed
- Performs any other related duties as required by the ICAA Director and or Associate Director

Skills, Knowledge and Abilities:
- Experience working on projects that support data-intensive research and ensure high functionality, discoverability, and preservability of digital research
- Proficiency in both Spanish and English is a requirement; reading and verbal knowledge of Portuguese is desirable
- Outstanding research and writing skills
- Knowledge of best practices for creating, formatting, and presenting textual, graphic, and A/V content for use on web and digital media platforms (websites, blogs, social media, mobile devices)
- Familiarity with modern data representation and interchange standards such as XML, RDF, JSON-LD and TEI
- Demonstrated understanding of the ways in which humanities scholars conduct research in this new era of data sharing and reuse, including using new computational methods of analysis (for example, text mining, natural language processing, topic modeling, social network analysis, and mapping and visualization)
- Experience in data visualization and/or data mining, including familiarity with one or more or tools used by humanities researchers, such as Python, R, Jupyter, NVivo, or OpenRefine
- Familiarity with current copyright laws and standards as well as "fair use" practice for images and documents
- Capable of setting priorities, organizing large loads of work, multi-tasking, and working with minimal supervision
- Ability to work accurately under pressure
- Ability and aptitude for team-based work
- Flexibility and willingness to work in various areas to help deal with changing work flows and needs within the unit/department and the partner institutions abroad
- Ability to attend occasional after hour events both at the museum and elsewhere
- Attention to detail, good organization skills; word processing and scanning experience required

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Education and Experience:

- A Digital Specialist with expertise in any field of 20th and 21st century humanities, including art history, literature, languages or library sciences
- Bachelor's degree in a related field required, MA highly preferred; Ph.D. studies reflects the highest level of candidate education desired
- Previous work experience managing websites, online humanities projects or archival initiatives
- Experience with digital art history projects and familiarity with use of digital tools and methods that may enrich and expand existing ICAA projects

How to Apply:

Send resume to Human Resources, Job 19-154CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.