

JOB DESCRIPTION - DUMBARTON OAKS

Position Title: Director of Byzantine Studies

Supervisor: Director

Department: Byzantine Studies

Grade: 60, exempt

Term: Full-time, 35 hours per week. Five years with the possibility of renewal up to an additional five years.

Summary

Dumbarton Oaks is a leading research center in Byzantine Studies, with a library that is a point of reference for the field, joined to world-renowned museum and archival collections. The Director of Byzantine Studies will be someone deeply committed to the field and its future. As a dynamic leader, the Director of Byzantine Studies reports to the Director of Dumbarton Oaks and has two main areas of responsibility. He/She works with the Senior Fellows to develop the annual program of symposia, colloquia, lectures and innovative new projects. Equally important, the Director of Byzantine Studies is charged with greeting and forming a cohort of residential fellows and scholars, providing structure for presentations and discussions of their work as well as collegial informal gatherings. In the broader scholarly world, the Director of Byzantine Studies promotes the vitality of the field through outreach and regular communication with relevant Byzantine societies and academic programs in the United States and internationally, and fosters exchanges with closely connected fields.

Key Responsibilities

Internally, the Director of Byzantine Studies has overall responsibility for administering the study program, including: coordinating the meetings of the Committee of Senior Fellows that advises the Director on fellowship selection and programmatic activities; supervising the Program Coordinator; ensuring the smooth running of activities in Byzantine Studies (such as the annual fellowship cycle, research reports by Fellows, short-term research awards, summer schools, summer internships, visiting scholars, etc.); and managing the program budget. The Director of Byzantine Studies provides advice on Byzantine holdings within the library and archives; produces reports; and participates in ongoing program evaluation as well as overseeing Byzantine publications. The role may also propose or contribute to dynamic new initiatives and publications in consultation with the Director and relevant departments.

The Director of Byzantine Studies is also expected to interact with the Directors of Pre-Columbian and Garden and Landscape Studies to develop ideas and programs that bring the

different areas of Dumbarton Oaks together as a collegial and scholarly community with shared broad interests in the Humanities.

Supervisory Responsibilities

Supervises the Program Coordinator in Byzantine Studies.

Basic Qualifications

PhD in Byzantine Studies or related field required; a record of publications; and reading command of medieval Greek.

Additional Qualifications

Experience in program management and/or academic administration; strong interpersonal skills; and a desire to contribute to a wide array of programs and activities in a collaborative environment.

To Apply

Candidates should submit by January 15 a cover letter; CV; a statement of interest in developing ideas for Byzantine Studies at Dumbarton Oaks and three letters of recommendation (applicants should ask three referees familiar with their work to send letters of recommendation to HumanResources@doaks.org) Please forward résumé and cover letter by clicking the link below.

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?partnerID=25240&siteID=5341&AReq=52783BR>

Dumbarton Oaks is an Equal Opportunity Employer (EOE).