



POSITION DESCRIPTION

KRESS INTERPRETIVE FELLOW

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Kress Interpretive Fellow works collaboratively with colleagues to sustain Vizcaya's social impact through dynamic, inclusive interpretation onsite and online. Vizcaya's art collections include furnishings, decorative arts, textiles, paintings, outdoor sculpture and architectural features dating to the 18th and 19th centuries, and archival collections consisting of correspondence, photographs and architectural drawings documenting the creation and construction of the estate. The position is on the Engagement & Cultural Resources Team in the Community Partnerships, Programs & Interpretation Department, and reports to the Director of Community Partnerships, Programs & Interpretation.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Support interpretive work plans and serve on project teams for select interpretive projects with near-term and long-term implementation.
- Develop content based on new and existing research for interpretive and editorial projects onsite and online.
- Conduct research to support select interpretive projects.
- Manage and implement select visitor assessment work plans to track audiences, outcomes, impact and performance of interpretive content and projects onsite and online.
- Support Managers to orient paid and volunteer staff to facilitate and lead select new visitor engagement experiences.
- Participate in Vizcaya's Interpretive Working Group, which meets monthly to review status of projects, assessments and to collaboratively plan future projects.
- Broaden and diversify Vizcaya's local reach and audience, increase and deepen community partnerships and demonstrate Vizcaya's relevance in the community.
- Sample of near-term projects: revised public tours; new furnishing plans for select rooms in Vizcaya's Main House; new collection displays for objects not previously on view or recently conserved; seasonal variations for select rooms in accordance with Vizcaya's furnishing plan;

preparing and opening areas of select rooms not previously on view; revise interpretive content based on visitor feedback; object interpretation for temporary exhibits onsite and online.

- Sample of long-term projects: transitioning Vizcaya's audio tour to a new media experience that integrates analog and digital content in the Main House, Formal Gardens and Village; Contemporary Arts Program; Beyond Vizcaya online story sharing platform.

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General Responsibilities

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision and strategic plan.
- Help to sustain and grow Vizcaya's revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.
- Create and manage your budget; understand and comply with Vizcaya's policies and procedures.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 3 years of work experience in research, curatorial, interpretation or education roles in cultural organizations.
- Bachelor's degree in art history, art education, studio art or museum studies.
- Deep and current knowledge of art history, curatorial practices and/or learning theories and practices.
- Demonstrated communications and project management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service and innovation.
- English fluency.
- Proficiency with Microsoft Office.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. The Fellowship salary is \$33,750 for a 9-month period beginning October 3, 2022.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with the public, community members, vendors, and other constituents on site. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position. Periodic evening and weekend work is required.

To Apply

Please submit a resume, writing sample and a cover letter expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated June 20, 2022