

Moore College of Art and Design Job Posting

Status: Exempt

Position: Director, Locks Career Center

Reports to: Academic Dean

Moore College of Art & Design was founded as the first only visual arts college for women in the United States. It has been cultivating excellence and creativity in art and design for more than 170 years. With both BFA and graduate programs, Moore invites all qualified individuals to apply, and encourages applications from women, people who identify as women, and transgender people. The college strongly supports diversity, equity, and inclusion as core to its institutional and educational values and community.

Moore seeks nominations and applications for the Director of the Locks Career Center.

The Opportunity

Nationally and globally, the field of career planning and preparation is in a time of exciting and significant transformation as fields and industries experience rapid change and transitions -- and students seek to be adaptive and active agents of their future plans and initiatives. For many years, Moore has made “investing in careers” a significant part of its institutional culture. In collaboration with the college’s 21st century academic mission, the Locks Career Center is an active site and catalyst for students to engage in introspection and innovation, research and exploration, and entrepreneurial partnerships and bold initiatives that create opportunities for experiential, career-focused learning as students and alumni.

No longer just “service providers”, contemporary academic career centers’ missions continue to evolve in significant ways. The new Director of the Locks Career Center reports to and works closely with the Chief Academic Officer/Academic Dean – and with Moore’s exceptional faculty – to explore, expand, identify, and pursue new opportunities for students that embed career planning in their own areas of study and creativity, as well as the academic mission of Moore.

A new Director of LCC will create and lead a dynamic hub and incubator for creative life/work planning that is guided and driven by a career-focused education that is both externally and internally facing and impactfully coordinated.

Qualifications

- Graduate degree in art, design, business, or other fields – or an equivalent background of education and professional experience.
- Experience in careers, professional development, industry, and/or academic leadership and collaboration or other relevant and translatable experiences or positions.
- Future-minded interest and research of fields, industries, trends, and emerging ideas and theories of career education and experiential learning.

- Supervision of staff, as well as a strong commitment and successful experience with collegial and external collaborations.
- Experience with relevant technology, high impact fiscal planning, and articulation of priorities of a contemporary art and design- focused Career Center.
- Experience as a dynamic (internal and external) representative of Moore's mission and its career-focused and dynamic education.

Role and Responsibilities

As a key member and engaged representative of Moore's long and distinctive educational mission, the Director of LCC will:

1. Demonstrate a deep, actionable commitment to equity and access to career research and planning, life design, work skills, and other opportunities for all Moore BFA and graduate students.
2. Embrace the social mobility of Moore's changing student demographic and demonstrate an insightful understanding of students' generational backgrounds and experiences.
3. Make the LCC a desirable and active destination for all Moore students. Help to foster and perpetuate a lively ecosystem that engages students, faculty, professional staff, alumni, families, and Philadelphia's expansive creative communities and industries.
4. Have a strong understanding of relevant industry trends and maintain an active professional network of potential leaders in relevant fields.
5. Be an enthusiastic, creative, and accessible mentor for students as they participate in opportunities for career planning and research.
6. Engage Department Chairs, Graduate Program Directors, and other faculty in a proactive examination of the future of work in their fields and industries.
7. Provide leadership of Moore's required paid Internship Program to help prepare students for immediate opportunities and life-long experiences of career development, professional evolution, and personal growth.
8. Serve as the advisor/director of a dynamic Business/Entrepreneurial Minor/Concentration and a guide/facilitator for the faculty (both full-time and part-time) who teach Professional Development 1 and 2 for students preparing for and completing paid summer internships.
9. Develop programs and initiatives that are scalable and flexible for different groups and communities of students.
10. Resourcefully and strategically orchestrate both online and on-campus programs and experiences for students.
11. Create and establish, in conjunction with the Connelly Library and other areas of the college, growing repositories of interactive online resources to connect students with professions and industries in an accelerating environment and world of dynamic change.
12. Be an active participant and leader in the national and global dialogue on careers, evolving and emerging fields and industries, and the successful integration of technology for the LCC, students, and external partners and internship hosts.
13. Engage in inclusive and active communication with students, faculty, and professional staff.
14. Develop and refine assessment models that measure impact over input.

15. Cultivate an active external network of employers that have a vested interest in accessing Moore's intern and graduate population. Explore creative partnerships that establish Moore as a pipeline for graduate and alumni employment.

Additional information about Moore College of Art & Design can be found at: www.moore.edu

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. [Read Moore's full compliance statement.](#)

Interested candidates: submit resume, cover letter with salary requirements, and references to email: hr@moore.edu. Only resumes with salary requirements will be considered.