Position Profile

Cleveland Institute of Art
Executive Director of IT
August, 2012

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**Organization Information**

The Cleveland Institute of Art ([www.cia.edu](http://www.cia.edu)) is a nationally recognized four-year accredited college of art and design. An educational cornerstone in Cleveland since 1882, The Cleveland Institute of Art (CIA) is an independent college of art and design committed to leadership and vision in all forms of visual arts education.

With its mission “to nurture the intellectual, artistic and professional development of students and community members through rigorous visual arts and design education”, the Cleveland Institute of Art attracts students who are serious about becoming professional artists and designers and who seek a school with an atmosphere that is both intellectually stimulating and artistically challenging. The Institute's goals of providing a superior education are consistent with its accrediting agencies and professional memberships. Considered to be one of the top ten professional colleges of art and design in the country, the Cleveland Institute of Art is accredited by North Central Association of Colleges and Schools and the National Association of Schools of Art and Design.

CIA continues to win widespread acclaim for the quality of their programs and achievements of their alumni. Groundbreaking artwork from the graduates and faculty can be found in the permanent collections of prestigious museums such as the Metropolitan Museum of Art, the National Gallery, and the Victoria and Albert Museum, while the Institute’s design alumni are sought-after innovators at Fortune 500 companies including P&G, Ford, GM, Nissan, Motorola, Hasbro, and Electronic Arts.

The Cleveland Institute of Art is an exceptional college experience in many ways. Its unique features have benefits that make graduates competitive as gallery artists, product and transportation designers, graphic designers, photographers, contemporary craftsmen, and educators. CIA’s academic program provides a rich educational experience that crosses disciplines, encourages exploration, develops practical business skills, and promotes critical thinking as essential to creative endeavors. With eighteen diverse majors encompassing design, visual arts, craft, and integrated media, students are encouraged to explore their vision and develop their skills through an interdisciplinary curriculum.

The Institute’s academic structure and integrity allow for unusual success in realizing its goals. CIA’s highly engaged faculty consists of exhibiting artists, scholars, and award-winning designers who have made significant contributions to knowledge or practice in their fields, receiving national recognition for their art and scholarship. The Institute has about 50 full-time and 50 adjunct faculty members.

With an enrollment of about 520 students, the Institute is a small artistic community. 80% of classes have less than 20 students; student-to-faculty ratio is 9:1 which facilitates a master/apprentice teaching model; student-to-computer ratio is 6:1 providing exceptional access to the latest technology; and the Institute’s location offers visual and educational benefits.
resources from world renowned organizations like the Cleveland Museum of Art, Case Western Reserve University and over a dozen other museums, galleries, performing arts' organizations and colleges.

This is an ideal time to join the Cleveland Institute of Art. Our successful capital campaign has resulted in the complete renovation and expansion of the Joseph McCullough Center for the Visual Arts. Soon we expect to break ground on a new building that will be constructed adjacent to and interconnected with the McCullough Center and will complete our vision for a unified campus.

Position

The Cleveland Institute of Art is seeking an Executive Director of Information Technology (IT) to serve as the organization’s chief technologist. The Executive Director of IT will provide leadership for technology planning and implementation for instructional areas, and serve as liaison between faculty and administration with respect to academic technology. Reporting to the President of the Cleveland Institute of Art, the Executive Director, IT will establish and implement the IT strategy in support of the college’s mission. He/she will be responsible for the Institute’s technology, infrastructure planning, and implementation and will oversee all matters relating to administrative computer systems.

Principal responsibilities of the Executive Director of IT include:

- Implementing and refining the strategic plan for information systems and technology support.
- Managing technology budget and providing fiscal oversight of Information Systems Department including preparation and management of annual budget, completion of purchase orders and authorization of payment of invoices for the College’s digital tech needs.
- Coordinating annual and longer-term technology requests (hardware and software) and validating requirements with requestors. Recommending alternatives as appropriate and documenting final equipment and software needs.
- Managing outside hardware and software vendors by preparing requests for proposals, evaluating responses, recommending vendors, negotiating proposals and reviewing related contract documentation.
- Overseeing implementation of new hardware and software information systems and modifications to same for both instructional and administrative areas.
- Fostering a service-oriented culture.
- Providing leadership to and development of professional support staff in the Information Services Department.
- Serving as a thought leader on internal and external technology related initiatives (e.g. Institute web site) to ensure collaborative approaches for quality outcomes.
Developing and implementing policies and procedures for administrative and academic computer facility usage and governance.

Overseeing and maintaining documentation relevant to system configurations including oversight for recordkeeping of licensing agreements and hardware/software inventories for both administrative and academic hardware and software resources.

Developing backup systems to ensure ongoing systems during emergencies.

Serving as liaison between faculty and administration by developing recommendations for academic computer hardware and software acquisitions, upgrades and maintenance.

Overseeing and monitoring operation of academic computer labs to ensure compliance with policies and procedures including development (in cooperation with faculty) of an institute-wide budget for instructional computers, supplies and maintenance.

Acting as Institute IT representative for collaborative initiatives with local, regional and national affiliations.

Providing oversight for the development of user training and support program processes.

Supervising maintenance support and service for hardware and software used by administrative staff.

Administering maintenance and support of the telephone system hardware, software, phone lines and other related equipment.

As the leader of the Institute’s largest internal service provider, the Executive Director of IT will direct the team that interacts with and influences individuals at all levels within the college. The selected candidate will have the opportunity to exercise his or her creativity and leadership skills while addressing the evolving technology needs of the students, faculty and administration. Key relationships the Executive Director of IT will maintain and interact with include:

- Institute Vice Presidents & Executive Directors
- Faculty and Office of Academic Affairs
- Serving on President’s Cabinet
- Board IT Committee
- Working in concert with Case Western Reserve University IT leaders
- Representing CIA at appropriate professional meetings and associations

Direct Reports to the Executive Director of IT are:

- Associate Director for Online Services
- Associate Director of Administrative Systems
- Associate Director of Network Administration
- Output Center Coordinator
- Technology Asset Manager
- Help Desk Manager
Candidate Qualifications and Characteristics

The selected Executive Director of IT will be an experienced information technology professional with a minimum of seven years’ experience managing IT projects and leading technical teams. Knowledge of current networking technologies (hardware and software) and infrastructure design is required as is an extensive knowledge of computer operating systems such as Linux, Microsoft Windows, and Macintosh OS X. An undergraduate degree in computer science, information systems or similar course of study is required.

Additional candidate qualifications and requirements of the Executive Director of IT include:

- Demonstrable experience managing administrative information systems and support needs.
- Experience designing, developing and leading an effective IT organization.
- Proven track record of successfully managing IT vendors and service providers.
- Experience developing Service Level Agreements and Statements of Work.
- Experience building and managing IT Service Management processes including continuous improvement of services.
- A solutions orientation without bias for specific technology.
- A passion for technology with the demonstrated ability to stay current in the field.
- Creating a culture of service.
- Program, budget and people management experience.
- Proven project management skills with ability to fulfill commitments in a timely fashion.

Key leadership characteristics and personal traits being sought for the position of Executive Director of IT include:

- Demonstrated ability to clearly communicate and work effectively with all levels of an organization, its customers and stakeholders, including non-tech oriented individuals.
- Ability to incorporate divergent ideas and achieve consensus.
- Results orientation with ability to establish & articulate priorities and manage multiple projects simultaneously.
- Critical understanding of the role of emerging technologies within a constrained budget environment.
- Demonstrated ability to build and maintain a civil, mutually respectful, and professional work environment for all employees of the Institute.
- Conflict management and conflict resolution skills.
- Leader, facilitator, coordinator, and partner.
- Approachable with the capacity to listen.
- Ethical, fair and respectful.

Critical competencies for success being sought for the Executive Director of IT include the following:

- Proven capacity to think strategically.
Effective leadership and consensus building skills.
Effective problem-solving and decision-making skills.
Fiscal leadership and effective budget planning and management.
Effective written and oral communication skills.
Negotiation, organization, and time management skills.
General business management and human resource management skills.

Leadership Profile for President and CEO

Grafton J. Nunes became the tenth president of The Cleveland Institute of Art on July 1, 2010. Nunes came to CIA from Emerson College in Boston. As founding Dean of the School of the Arts at Emerson, Nunes established what has become the larger of Emerson’s two schools. Over the last 12 years the school has grown to national prominence, with 3,000 students taught by 111 full-time and 150 part-time faculty members. During his tenure there, his fundraising garnered significant contributions to artists in residence, student scholarships, master teachers and new state-of-the-art facilities in theater, film, television, audio, and photography.

Prior to his time at Emerson, Nunes served for 22 years at Columbia University in positions of increasing responsibility, concluding his tenure there by serving as associate dean of Columbia’s School of the Arts. At both Emerson and Columbia, Nunes was centrally involved in the development, implementation, and fundraising for extensive capital projects including a $77 million complex of theaters, residence halls, and classrooms at Emerson.

Nunes is a graduate of Columbia University with an MFA in film history, theory, and criticism, and an M.Phil. in theater history and film studies. At the College of the Holy Cross he received his BA in English and religion. In addition to his work in higher education, Nunes has had an active career as a film writer and producer, including his production of the film *The Loveless*, directed by the 2010 Oscar winner for Best Director, Kathryn Bigelow.

About Cleveland, Ohio and University Circle

The Cleveland Institute of Art is located in “University Circle,” a park-like district on the eastern edge of Cleveland, Ohio containing a remarkable range of cultural, educational, and medical institutions. University Circle was recently chosen by Forbes Magazine as one of the prettiest neighborhoods in America.
University Circle is a world-class center of innovation in health care, education, and arts & culture. A growing community in the Cleveland region, University Circle is rapidly becoming one of the world's premier urban districts. University Circle is a dynamic zone of activity with more than 50 organizations in the Circle: 15 cultural organizations, 4 medical centers, 7 health and social services organizations, 8 educational institutions, 10 religious organizations representing 9 denominations, 5 senior living centers, 3 world-class hotels and over 20 restaurants including a section called “Little Italy” featuring fine restaurants, bake shops and various items of interest. The Cleveland Institute of Art anchors the eastern edge of the $150-million-plus Uptown Development Project that includes apartments, retail, restaurants, which is anchored to the west by the new home of the Cleveland Museum of Contemporary Art.

The city of Cleveland is located on the shores of Lake Erie. Offering unsurpassed educational and world-class medical facilities such as the Cleveland Clinic and University Hospital Health System, Cleveland is home to some of the most well-known and prestigious performing, art, and historical institutions in the world including the Cleveland Orchestra, the Cleveland Museum of Art, the Rock and Roll Hall of Fame and Museum and the nearby National Inventors Hall of Fame. Cleveland's theater district is the second largest performing arts center in the country. Nearby colleges and universities include Case Western Reserve University, Cleveland State University, John Carroll University, Cleveland Institute of Music, Baldwin Wallace College, Oberlin College, Kent State University, The University of Akron and more.

Recreational activities available in greater Cleveland include 3 professional sports teams, waters ports such as boating and fishing and access to an extensive array of scenic parks including the Cleveland Metroparks (known as the Emerald Necklace) and the Cuyahoga Valley National Park, all situated within a few miles of beautiful Lake Erie.

Residents of Cleveland and its northeast Ohio surrounds comprise a diverse population with rich traditions and a colorful cultural heritage and history. Residents also enjoy affordable housing, easily accessible roads and transportation services, and an unparalleled quality of life at a cost-of-living well below that of other major metropolitan areas across the country.

For further info see: http://www.universitycircle.org/content/about_university_circle.asp and http://www.cleveland.oh.us/

**Inquiries and More Information**

For additional information about this opportunity, contact:

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