

## Job Description

### **Co-Directors, Institute of Liturgical Studies, 2017-2019**

The Institute for Liturgical Studies is seeking to appoint two co-directors for the Institute. The co-director model is replacing a director/associate director model, and so the two co-directors will have some latitude in defining the roles for these positions. The two co-directors will lead, supervise, and direct the Institute of Liturgical Studies, and each will receive a two-year appointment, beginning April 2017. One appointment will be made from inside Valparaiso University, at which the Institute is housed, and one will be made from outside the University.

The directors are responsible for the Institute's strategic and tactical planning and for ensuring that day-to-day operations run smoothly. They will work with VU administrative staff who provide support to the Institute, and with the Institute's Advisory Council through face-to-face and electronic meetings and through planning for each Institute. At the Institute, co-directors will lead and host the event.

The directors must demonstrate expertise in liturgical theology, knowledge of the Lutheran liturgical movement, and a passion for worship renewal. A doctorate in Liturgical Studies or related field, along with acquaintance with the Institute is preferred. A master's degree, along with relevant experience of the Institute will be considered. Knowledge of, acquaintance with, and alignment with the mission and ethos of the Institute and of Valparaiso University is important.

#### **Supervisory work**

Oversee development and production for:

- Registration brochure
- Program book
- Magazine and online advertising
- Keeping website current
- Posting online manuscripts on ILS and ValpoScholar sites
- Confirmation of and communication with speakers

## Cooperative work

- Plan advisory council meetings
- Develop funding strategies
- Lead announcements, introductions, and similar messages, as needed, during the Institute
- Ensure a vibrant and relevant program on an ongoing basis

Position Type: Both co-director positions are, or will become, part-time Valparaiso University employees with 2-year appointments, contingent upon satisfactory performance. Each co-director will each receive a \$3,500 annual salary and a VU email address.

Applications should be made to Chair of the Search Committee, via Interfolio, at <http://apply.interfolio.com/38100>. Candidates should provide a letter of application, current CV, and two letters of recommendation through the online application site. Review of candidates will begin November 10 and continue until the positions are filled. For questions, please contact Dr. Fred Niedner, Chair of the Search Committee, at [fred.niedner@valpo.edu](mailto:fred.niedner@valpo.edu).