

1993

## Letters: Outgoing (1990-1994): Correspondence 03

Kathy Alvino

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To SANDY CARRY	From KATHY JELLISSAN	
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October 7, 1993

TO: Search Committee\*

FROM: Kathy Alvino *[Signature]*

SUBJECT: SEARCH COMMITTEE MEETING - MUSEUM DIRECTOR

The first meeting of the committee will be on October 25, 1993 from 9am to 12pm in Refectory Room A.

Donald Roach has been named Chair of the search and will be setting priorities for the committee at this very important organizational meeting. Roger Mandle and Tom Leavitt will attend this first session to provide their guidance and thoughts regarding candidates the committee should seriously consider. Please make every effort to attend.

For your information, attached is a copy of the charge to the committee from Roger Mandle, as well as a copy of the ad that was placed in the Chronicle.

Also attached is a copy of the current job description. Please review the description prior to the meeting and be prepared to provide comments, suggestions, or approval to the description at the meeting.

Bring your calendars to the meeting so that we can coordinate future meeting times. It is Roger's desire that we identify a finalist and provide that individual with an offer in mid-January.

If you have any questions, please let me know.

KMA:ray

#### Attachments

\*Marjorie Alpert - PRES., MUSEUM ASSOCIATES  
 Nancy Angier  
 Felice Billups - ACTING VP, DEVELOPMENT  
 Jane Carroll  
 Lucretia Giese - FACULTY  
 Sidney Greenwald  
 David Macaulay - FACULTY  
 Houghton Metcalf  
 Donald Roach  
 Andres Rosario - STUDENT  
 Daniel Rosenfeld - MUSEUM CURATOR  
 William Watkins

cc: Hardu Keck  
 Thomas Leavitt  
 Roger Mandle