



Public History Project Manager

Supervisor: Executive Director

Type: Full-time, exempt

Salary: \$55,000 (per year)

POSITION DESCRIPTION:

The Public History Project Manager will have responsibility for leading a two-year funded research and documentation project for the Alabama African American Civil Rights Heritage Sites Consortium. This dynamic organization supports capacity building for historic civil rights sites in the iconic cities of Montgomery, Birmingham, and Selma as well as the Black Belt. The Public History Project Manager will report to the Executive Director to assure successful implementation of all project activities and manage relations with the funding agency. This is a full-time position working thirty-five (35) hours per week, with a flexible schedule and eligibility for fulltime benefits.

DUTIES AND RESPONSIBILITIES

- Manage the “Evidence of Things Not Seen” research and documentation project that includes three components:
 - 1) Identification and digitization of paper documents, public records, photographs and other materials that authenticate the history and culture of the historic sites and their communities including “community collections” events.
 - 2) Expansion of the “Voices of Alabama” oral history collection with interviews with people who lived in the community during the Civil Rights Movement.
 - 3) Building Digital Archive – Creation of an online resource to make information collected available to the widest possible audience by creating digital archives.
- Provide strategic leadership to create a timeline and process for project implementation and completion.
- Management and supervision of project team (part-time) that will include a digital archivist, oral history coordinator, community historians, research fellows and interns.
- Collaborate with Consortium staff and site representatives to assure effective community engagement.
- Attend staff meetings as required and provide consistent reports on project progress to Executive Director.
- Prepare and submit all required narrative and financial reports to funding agency.
- Manage project budget in consultation with Executive Director.

EDUCATION AND PROFESSIONAL SKILLS AND EXPERIENCE:

- Master’s degree required; Doctoral degree or PhD candidate preferred with research interests in public history as it relates to African American history and culture, the civil rights movement or other related area.
- Demonstrated successful professional experience as a project manager and supervisor.
- Experience conducting interviews and pursuing research in different archival contexts (public records, institutional records, family archives)
- Experience with digital humanities and/or digital archives management
- Experience with grant writing, management and reporting.
- Comfort with travel to and work in diverse Alabama communities. (Related experience is preferred.)
- Ability to work independently and travel as needed.



APPLICATION REQUIREMENTS

Please submit a cover letter stating qualifications and resume or curriculum vita to careers@aaacrhsc.org by May 9, 2022. The anticipated start date for this position is on or before June 1, 2022. However, the search will remain open until the desired candidate is identified.

For more information about the Alabama African American Civil Rights Heritage Sites Consortium, visit www.aacrhsc.org.

Employment contingent upon successful completion of a criminal background check.

BENEFITS

Generous vacation and Federal holidays schedule, Health + Vision insurance

REMOTE WORK

The Consortium's office is located in Birmingham, AL, with employees in Montgomery and Selma. This position requires comfort with working from home, Zoom meetings, familiarity with online collaboration tools, and the ability to be accountable in a remote work environment.

COVID-19 CONSIDERATIONS

In-person work and meeting restrictions are based on recommendations from the Centers for Disease Control. All staff are required to be vaccinated.

EQUAL OPPORTUNITY

AAACRHSC is a 501(c)(3) non-profit organization and Equal Opportunity Employer. Employment is open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.