

## **African American History Initiative Program Manager**

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### **Position Summary**

This permanent, full-time position expands upon the efforts of the Filson Historical Society to more fully represent the history and culture of Kentucky and the Ohio Valley through collecting, preserving, and sharing the stories of Black history and life. This position is supported by the Filson's African American History Endowment and will supervise support positions including archival staff and interns. This position will draw from skills in community engagement, education, and academic research to represent the Filson as a trusted source for the study and celebration of Black history in Kentucky.

### **Community-Focused Outreach**

- Develops and sustains strong relationships with individuals and organizations (business, educational, religious, community service, social, etc.) in the African American communities of Louisville and the surrounding region
- Develops and delivers presentations and workshops to build interest and capacity among community organizations to preserve and share regional African American history
- Works with partners in K-12 and higher education to expand and improve the teaching of Black history in classrooms
- Develops online and physical exhibitions that share Filson materials with public audiences
- Prepares and assists with funding proposals to expand the capacity and impact of the African American History Initiative, in cooperation with the Director of Collections & Research and Filson development staff

### **Collections Stewardship**

- Drawing from input of community partners, identifies issues of contemporary significance and proactively builds Filson collections to support research on those questions
- Cooperates with other members of the Filson staff to accession and catalog incoming collections, following established policies and procedures
- Works with relevant Filson staff members to prepare social media and print publication content that promotes the collections and mission of the Filson, particularly in *Ohio Valley History* and *The Filson* newsmagazine

### **Supervises Support Staff, Volunteers, and Interns**

- Supervises day-to-day work of assigned support staff, volunteers, and/or interns, including periodic formal and informal check-in meetings as necessary
- Produces and maintains job descriptions of any direct-reporting staff as well as volunteers and interns as appropriate
- Produces and maintains onboarding materials for staff, volunteers, and/or interns assigned to the African American History Initiative
- Uses annual performance reviews of direct-reporting staff to evaluate performance based on the criteria in the job descriptions and makes changes as needed to reflect new responsibilities and expectations
- In consultation with the Director of Collections & Research, develops an annual budget for support staff, cataloging and collections storage supplies, travel, professional development, and outreach support for the African American History Initiative

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### **Preferred Qualifications**

- Graduate degree in history, African American studies, library and information science, or other related field. Three or more years of work experience directly related to the listed duties can be substituted for a graduate degree.
- Strong interpersonal skills and ability to develop meaningful relationships with local campuses and communities on behalf of the Filson
- Demonstrated ability to build communities of trust within marginalized groups
- Knowledge of Black history and culture, particularly in Kentucky, the Ohio Valley, and Upper South
- Knowledge of collections management processes including cataloging, conducting physical inventories, as well as collections handling, housing, and storage
- Computer proficiency, primarily with Microsoft Office, especially Excel. Experience with Omeka, PastPerfect and/or other collections software preferred

### **Compensation and Benefits**

Salary range of \$60,000 to \$70,000 per year with a competitive benefits package including health and life insurance, 403(b) match, and generous paid time off, holidays, and volunteer time off. This is a full-time position, expected to work 40 hours per week, based at the Filson's campus in Louisville, Kentucky. The Filson's standard operating hours are 8:30 am – 5:00 pm Monday through Friday. Because of the outreach nature of this position, the holder should expect to occasionally flex time to work on weekends and evenings. Occasional travel within Kentucky and the United States is required. This position reports to the Director of Collections & Research.

### **Application Procedures**

Applications including 1) a cover letter detailing relevant experience and expertise, 2) a resume or CV, and 3) contact information for three professional references should be submitted to Dr. Patrick Lewis, Director of Collections & Research, via email at [patricklewis@filsonhistorical.org](mailto:patricklewis@filsonhistorical.org). Questions about the position and application process should be directed to Dr. Lewis.

### **About the Filson**

Since its founding in 1884, the Filson Historical Society has collected, preserved, and shared the significant stories of Kentucky and Ohio Valley history and culture. Its collections of art, objects, manuscripts, prints and photographs, and rare publications are used by scholars from around the world and diverse researchers in and near Louisville. Its publications, exhibits, and events bring the latest perspective on the region's past to its public audiences.