



HumanitiesDC
1140 3rd Street NE
2nd Floor
Washington, DC 20002

Job Announcement

Position: Oral History Project Manager

Full Time: 40 hours a week

Reports to: Deputy Director of Programs

HumanitiesDC (HDC) is the state humanities council for Washington DC and is the DC affiliate of the National Endowment for the Humanities. Founded in 1980, our mission is to: “enrich the quality of life, foster intellectual stimulation, and promote cross-cultural understanding and appreciation of local history in all neighborhoods of the District through humanities programs and grants.”

We are a small friendly team that is expanding our staffing. The hardworking staff provides grants to local humanities organizations, presents programs to the public and promotes the humanities throughout DC.

HDC is seeking an Oral History Project Manager. The Project Manager reports to the Deputy Director of Programs and serves and manages all aspects of the DC Oral History Collaborative (DCOHC).

Responsibilities include, training and managing a corps of volunteer oral historians, developing, and executing in collaboration with other program staff, programs and community outreach strategies aimed at engaging the Washington, DC public with DCOHC and its work. Tracks finances, as well as coordinate with the Operations Manager on logistics and finances. Develop and maintain collaborative relationships with stakeholders and assist on all communications related to the project.

Responsibilities include, but not limited to:

Project/Program Management:

- Participate in creating and implementing the DCOHC annual plan. This includes public programming, presentations of constituents’ work at professional conferences, establishing relationships with schools to promote the project.
- Develop and pursue opportunities to extend the program into the community.
- Integrate the work of HumanitiesDC with that of other DCOHC partners.
- Track the DCOHC program budget.

Training:

- Promotes trainings among the community to drive participation.
- Develops training modules and materials as necessary
- Facilitates workshops in oral history for non-professionals aimed at providing skills such as: seeking interviewees, preparing for the interview, selecting, and using interview equipment, optimizing audio quality, and creating post-interview documentation.
- Provides individualized feedback to trainees.
- Facilitates workshops and training for grant-funded oral history projects.

- Provides advice, mentorship, and support to grant-funded project directors. Ensures training evaluation and follow up

Volunteer Management:

- Manages a select group of trained volunteer oral historians to go out into the public and collect oral history interviews.
- Develops a schedule for volunteers.
- Provides critical feedback to volunteers.
- Establishes meaningful and creative ways to publicly recognize the contributions of volunteers.

Member of HumanitiesDC Program Team:

- Assist with the development and execution of other HumanitiesDC programs outside of the DCOHC History Collaborative.
- Works closely with all staff to ensure the success of the DCOHC and HDC.
- Other duties as assigned.

Credentials: - Education: Bachelor’s degree or higher in a humanities discipline; demonstrable oral history, training, project management, and community engagement experience.

Technology skills: Microsoft Office, social media platforms, virtual meeting and event platforms, Foundant, office equipment

Preferred Knowledge and Skills: -

Oral History – Ability to critically assess an interview and the stories it brings to light in the context of a body of research and experience. Apply theory, gained through study and experience, to oral history interviewing – and teach others to do the same on a more limited basis. Recognize the distinctions between oral history and other forms of interviewing and develop means of interpreting oral histories for public audiences.

Ability to plan and implement project strategies and tactics

Strong training skills

Strong project management skills

Volunteer management

Community outreach

Excellent oral and written communications

Oral History best practices

Detail-oriented

Problem-solver

Patient, empathetic, enjoys effectively working with a diverse group of people

Collaborative

Produces error-free work

Ability to apply program strategy to all phases of their work

Technology: fundraising software, eTapestry and Windows operation system

Salary: is competitive and commensurate with experience.

Benefits:

- Dental Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Paid Time Off
- Vision Insurance
- 403b Retirement

To Apply, please send a cover letter and resume to hr@wdhumanities.org. No phone calls please.