

Description

Atlanta History Center seeks a responsive, people-oriented facilitator, and dynamic organizer for the position of Director of Community Collaborations. Director of Community Collaborations is a four-year, full-time, service-oriented project position that will develop and oversee all aspects of Atlanta History Center's Community History Collaborations program.

This position will initiate contact with communities across the Atlanta area to form sustainable, forward-thinking, and non-extractive collaborations that advance cultural heritage community aspirations and ensure equitable representation for these communities in historical narratives. A public-facing role, this position will foster and sustain collaborative initiatives with individuals and organizations through projects that support documenting and preserving community history. The incumbent will manage a program budget and will collaborate with Atlanta History Center staff in all facets of the program.

Responsibilities & Duties

- Initiate and foster sustained relationships with individuals and organizations interested in developing community-centered projects focused on preserving and promoting community history.
- Communicate verbally and in writing with internal and external stakeholders – seek out leaders and build relationships and trust with members of communities.
- Coordinate and guide outreach and knowledge sharing activities and programs as requested by the communities, such as oral history projects, public scan days, preservation workshops, and exhibitions; train support staff and volunteers for these, as necessary.
- Assist in writing and managing grants to supplement the Community History Collaborations program.
- Collaborate with Atlanta History Center staff in all facets of community projects.
- Supervise part time employees, and interns as necessary.
- Work weekends and after hours when circumstances require.

Requirements

- Excellent interpersonal and communications skills with the ability to listen, process information, and facilitate conversations.
- Proven ability to work successfully with individuals living in BIPOC communities, and communities of diverse cultural, educational, and religious backgrounds.
- Minimum three years' experience in community outreach, development, collaboration, and experience in humanities-based work in galleries, libraries, archives, museums, and other non-profits.
- Demonstrated ability to facilitate collaborative, multi-faceted work across multiple stakeholders, institutions, and backgrounds.
- Demonstrated ability to manage multiple projects in effective ways.

Preferred Qualifications

- Master's degree from an accredited college or university in Museum Studies, Public History, Material Culture, or related area encouraged, but not required.
- Working knowledge of a language other than English that is represented amongst the communities in the Atlanta area, including but not limited to Spanish and Korean.
- Demonstrated experience in planning, conducting, and managing oral history projects.
- Knowledge of communities and neighborhoods in the city of Atlanta and contiguous areas or experience in comparable urban-based community work.