



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.”

HDC is seeking an Oral History Project Manager who is a member of the HDC team, which is expanding. The Project Manager serves and manages all aspects of the DC Oral History Collaborative (DCOHC). Primary 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. The Project Manager also develops and maintains collaborative relationships with stakeholders and assist on all communications related to the project.

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 suite, social media platforms, virtual meeting and event platforms, office equipment.

Preferred Knowledge and Skills:

Oral History – Ability to critically assess an interview in the context of a body of research and experience. Apply theory to oral history interviewing – and teach others to do the same. 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

Volunteer management

Community outreach

Excellent oral and written communications

Detail-oriented

Problem-solver

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

Collaborative

Salary: Competitive and commensurate with experience.

Benefits:

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

To Apply, please send a cover letter and resume to hr@wdchumanities.org. No phone calls please. **This position does not cover relocation expenses.**