



Project Coordinator Sought

The Foundation for Advancement in Conservation (FAIC) seeks a part-time contract Project Coordinator for *Held in Trust: A National Convening on Conservation and Preservation* (pending final funding approval). The project will support and enhance the National Endowment for the Humanities (NEH) “A More Perfect Union” initiative in honor of America’s 250th anniversary. Working in partnership with public and professional stakeholders and communities across America, *Held in Trust* will:

1. Evaluate current national infrastructure and opportunities and challenges facing cultural heritage conservation
2. Establish a forward-looking vision for the preservation of our nation’s cultural heritage
3. Identify future directions and resource priorities to ensure that our nation’s cultural treasures are available for future education and enrichment

These goals will be achieved through three primary activities:

1. Interdisciplinary research and expert working group discussions designed to shape the dialog and engage many diverse perspectives
2. A National Convening and related activities to examine and strengthen the field of conservation in the United States for current and future practitioners
3. Publication of a report documenting needs, opportunities, and next steps required to better ensure the preservation of our nation’s cultural heritage, to be disseminated to key decision-makers and stakeholders

The Project Coordinator will provide intellectual and managerial leadership for the cooperative project. See attached position description for full details:

This is a contract, fee-based position, with no benefits, with an expected term of two-and-a-half years. The Project Coordinator will work from home or own office. Telephone, email, and internet connections required. The Project Coordinator will work closely with FAIC and NEH staff and will report to the FAIC Institutional Advancement Director. A volunteer advisory group will help provide content support.

Review of applications will begin July 10, 2020, with a start date of August 1 desired. Applications will be considered until the position is filled. To apply, please send resume or c.v. and a cover letter by email to epourchot@culturalheritage.org.

Eric Pourchot, PhD
Institutional Advancement Director
Foundation for Advancement in Conservation
727 15th St, NW, Suite 500
Washington, DC 20005

***Held in Trust* Project Coordinator**

Position Description

Held in Trust: A National Convening on Conservation and Preservation is an initiative of the National Endowment for the Humanities in collaboration with the Foundation for Advancement in Conservation.

The Project Coordinator will be contracted, based on deliverables, for a total fee not to exceed \$75,000, plus authorized travel expenses, over two-and-a-half years (8/2020-2/2023). The Coordinator will work closely with FAIC project staff, as well as NEH project staff, to manage the planning and implementation of all components of the *Held in Trust* initiative. Primary responsibilities include:

- Be guided by and work within the stated goals and budget of the project
- Convene and manage a steering committee of thought leaders in the field
- Manage a *Held in Trust* council of representatives of leading organizations active in preservation and conservation
- Coordinate the planning and implementation of the working group event in Jacksonville, Florida, on May 11 and 12, 2021
- Assist the steering committee in guiding working groups tasked with developing topics for the discussion at the 2021 national convening and in the final report
- Coordinate the planning and implementation of the national convening to be held at a cultural institution in Washington, DC in the fall of 2021
- Serve as lead author and manage the process to develop a draft report and summary synthesizing the *Held in Trust* initiative to be shared in the spring of 2022, with a final version to be completed by September 2022
- Assist the AIC Program Committee to develop and manage the summative evaluation/impact session during the general session of the AIC 50th Anniversary Annual Meeting in Los Angeles in May 2022
- Manage project evaluations; draft and/or review periodic reports to the steering committee, *Held in Trust* council, and NEH
- Throughout the process, the Coordinator will assess progress in relation to the goals and work with FAIC staff to analyze the results
- Direct the activities of the project assistant

Held in Trust Project Coordinator

Key Competencies Required

The Project Coordinator is a contract position and requires a candidate who can organize, conduct, and evaluate work with minimal direction. The ideal candidate will demonstrate:

- A deep understanding of the conservation and preservation fields in the United States
- An appreciation for humanities activities and collections
- Ability to work remotely, using phone, email, discussion boards, and videoconferencing
- Ability to work in collaboration with a diverse and dispersed group of experts
- Exceptional oral and written communications skills
- Experience in writing and editing complex and compelling reports
- Ability to manage complex projects successfully
- Experience in planning and organizing events similar to those in the project
- Ability to supervise a project assistant

Additional skills and achievements that would be desirable in a candidate include:

- An advanced degree in a humanities field
- Experience with Federally-funded budgets and processes
- Experience with evaluation techniques for similar projects

For consideration, send cover letter with resume or c.v. by email to:

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