



# PUBLIC FELLOWS PROGRAM

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| <b>Job Title:</b>    | Policy Research Manager                   |
| <b>Organization:</b> | American Civil Liberties Union            |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

For nearly 100 years, the American Civil Liberties Union (ACLU) has served as our nation's guardian of liberty, working daily in courts, legislatures, and communities to defend and preserve the individual rights and liberties that the Constitution and laws of the United States guarantee everyone in this country. Nearly 200 ACLU staff attorneys at offices across the country handle thousands of civil liberties cases every year. Additionally, our legislative advocates are a constant presence on Capitol Hill and in state legislatures. The ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, DC, for the principle that every individual's rights must be protected equally under the law, regardless of race, religion, gender, age, sexual orientation, disability, or national origin. For more information, visit [www.aclu.org](http://www.aclu.org).

## POSITION DESCRIPTION

The ACLU seeks a Policy Research Manager to anchor the ACLU's policy research program. We seek to deepen our use of policy and social science research to enhance our advocacy to an even greater degree. The Policy Research Manager will spearhead this effort and will serve as the organization's internal expert providing the substantive leadership to reframe, refine, and seek out and advise on the most promising research questions that will advance our civil liberties agenda.

In addition to providing supporting evidence and persuasive data to support our top priority policy goals, which include ending mass incarceration, privacy in the digital age, protecting the right to vote, comprehensive immigration reform, access to abortion, and LGBTQ rights, the Policy Research Manager will:

- Challenge us to pursue the next generation of ideas by constantly scanning the horizon for the next issue on the civil liberties frontier;
- Create channels throughout the nation with academic institutions and research leaders to forge new relationships both between these institutions and with specific researchers to expand our research capacity;
- Develop and implement an organization-wide plan for a new process to coordinate and monitor all policy research ;
- Serve as an expert resource for ACLU staff engaged in policy development and related advocacy efforts;
- Train and mentor staff on accessing existing research and provide insight into how we can utilize the vast existing trove of information to apply it more effectively to our work; and

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- Support the ACLU's internal civil liberties policy making by introducing new strategies for policy development that are enhanced by sound research and scholarly study.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience in working on one or more of the ACLU's priority issues;
- Strong commitment to the mission and goals of the ACLU;
- Demonstrated research and analytical skills;
- Strong oral and written communication skills, including demonstrated ability to communicate persuasively;
- Ability to work both independently and collaboratively in a fast-paced team environment;
- Experienced with project management; and
- Proven resourcefulness and ability to innovate and identify opportunities.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

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# PUBLIC FELLOWS PROGRAM

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| <b>Job Title:</b>    | Museum Futurist                           |
| <b>Organization:</b> | American Alliance of Museums              |
| <b>Location:</b>     | Washington, DC                            |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13, 2015                             |

## ORGANIZATION DESCRIPTION

As the world's largest museum service organization, the American Alliance of Museums is the only organization that serves and represents the interests of the entire field. We support 24,000 museums, individuals, and companies by developing standards and best practices, providing resources and career development, and advocating for museums to thrive. The Alliance is dedicated to uniting the field in an effort to speak with one strong voice about the essential role museums play in communities around the world.

Launched in 2008, the Alliance's Center for the Future of Museums (CFM) helps museums foresee and respond to trends and events shaping the future. By creating their short-term plans in a long-term (25 or 50 year) context, museum staff are better able to help their organizations and their communities adapt to the rapidly changing economic, cultural, ecological, political, and technological landscape. CFM provides news and reports, training, and consulting services related to forecasting and future studies, and initiates projects responding to important trends.

## POSITION DESCRIPTION

The Museum Futurist will amplify and extend the work of CFM: helping with the research and production of CFM's intellectual resources, products, and services; creating and delivering content (written products and presentations); generating ideas for new CFM experiments; fostering relationships with outside groups; and managing projects. The particular focus of the Museum Futurist will be identifying cultural, social, and policy trends of significance to museums, and exploring their implications for the field.

Key duties and responsibilities include:

- Compiling and synthesizing articles, research, news, and social media related to trends, events, projections, and other information that can inform CFM's forecasting work;
- Generating content, including writing and editing both short form (social media) and long form (reports and papers) pieces;
- Making public presentations related to CFM's work;
- Managing convenings and events (project management, including budget management, communications, coordinating staff roles); and
- Contributing to the idea generation and strategic planning for the Alliance and for CFM.

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Additional duties include:

- Assisting with fundraising related to CFM's capital campaign;
- Identifying potential funders and helping to prepare funding requests in support of CFM activities; and
- Seeking out and cultivating connections with experts outside the museum sector who may become engaged with the work of CFM and the Alliance.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Ability to quickly find, assess, and summarize relevant and authoritative information;
- Demonstrated ability to write well in a variety of styles, suited to formal or informal publications;
- Comfort with and aptitude for making presentations in front of groups;
- High degree of facility with web search tools, common word processing and data management platforms, and ability to master new platforms and tools as needed;
- Ability to sequence and manage multiple tasks and resources;
- Creativity: ability to generate ideas, projects, solutions;
- Ability to work well with colleagues, and to find and work with external partners suited to help accomplish specific goals;
- Entrepreneurship: ability to take responsible risks and fail productively in order to test ideas and improve pilot projects through iteration; and
- Self-directed learning: ability to seek out and assimilate new information needed to tackle emerging challenges.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

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| <b>Job Title:</b>    | Program Analyst, Monitoring and Evaluation Unit |
| <b>Organization:</b> | American Bar Association Rule of Law Initiative |
| <b>Location:</b>     | Washington, DC                                  |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow       |
| <b>Start Date:</b>   | September 1, 2015                               |

## ORGANIZATION DESCRIPTION

The American Bar Association Rule of Law Initiative (ABA ROLI) is an international development program that promotes the rule of law by working with in-country partners to build sustainable institutions and societies that deliver justice, foster economic opportunity, and ensure respect for human dignity. In collaboration with our in-country partners – including judges, lawyers, bar associations, law schools, court administrators, legislatures, ministries of justice, and human rights and civil society organizations – we design programs that are responsive to local needs and that prioritize sustainable solutions to pressing rule of law challenges. ABA ROLI has roughly 700 professional staff working in the United States and abroad, including a cadre of short- and long-term volunteers and legal specialists, who in fiscal year 2013 alone contributed \$3.9 million in pro bono assistance. For more information about ABA ROLI programs, please visit [www.abarol.org](http://www.abarol.org).

## POSITION DESCRIPTION

ABA ROLI has prioritized strengthening its monitoring and evaluation system across the organization and staff capacity building in this field as part of its strategic plan. As demands for evidence and greater accountability are growing across the globe among donors, implementers, and recipients of international assistance, ABA ROLI responds by providing technical assistance based on evidence, reflection on learning, and good practices in the field.

ABA ROLI's Monitoring and Evaluation Unit works with the organization's five regional divisions to support the creation of an evidence base regarding the outcome of programs. The Unit also facilitates opportunities for sharing good practices and lessons learned with the broader democracy and governance community. We strive to integrate evaluative thinking into the organization's day-to-day operations and to utilize evidence in decision making and action, making ABA ROLI a learning organization.

The Program Analyst will work within the Monitoring and Evaluation Unit, which supports monitoring and evaluation efforts across five regional divisions (Africa, Asia, Eastern Europe and Eurasia, Latin America and the Caribbean, and Middle East and North Africa). Depending on the successful candidate's expertise, s/he may be assigned to work with a particular regional division of ABA ROLI or across multiple divisions. S/he will have an opportunity to focus on one or more specific thematic areas such as anti-corruption and public integrity, access to justice and human rights, judicial reform, legal education reform, and legal profession reform.

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The Program Analyst's responsibilities will include:

- Researching good practices in the field of rule of law and democracy and governance and analyzing current trends to support program development;
- Working with ABA ROLI regional divisions, the Monitoring and Evaluation Unit, and the Research and Assessments Office to identify important evaluation issues, design evaluation methodologies, and implement evaluations;
- Developing and designing questionnaires, surveys, and other data-gathering instruments;
- Analyzing data from programs to contribute to an evidence base regarding ABA ROLI's work;
- Writing clear, comprehensive reports of conclusions and recommendations for the regional divisions;
- Presenting conclusions and recommendations at internal and external meetings, conferences, and other fora; and
- Developing evidence-informed solutions to new and emerging issues in the field of democracy and governance and rule of law assistance.

## QUALIFICATIONS

- A PhD in the humanities or humanistic social sciences;
- Strong interest in international development and in promoting democracy, governance, and the rule of law worldwide;
- Excellent data organizational skills including statistical analysis and synthesis skills;
- Strong organizational, research, writing, and oral communication skills;
- Experience with conducting or participating in evaluations and use of mixed-methods in research preferred;
- Familiarity with current approaches to evaluating democracy and governance and rule of law assistance desirable; and
- Ability to speak a second language (Arabic, French, Russian, or Spanish) helpful.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

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| <b>Job Title:</b>    | Innovation Manager                        |
| <b>Organization:</b> | Ashoka                                    |
| <b>Location:</b>     | Arlington, VA                             |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

Ashoka envisions an Everyone A Changemaker™ world: a world that responds quickly and effectively to social challenges, and where each individual has the tools, freedom, and confidence to address social problems and drive change. In order to achieve this goal, it is equally critical that individuals have the tools they need to become Changemakers, and that systems in society enable and encourage changemaking. For more information about Ashoka, please visit [www.ashoka.org](http://www.ashoka.org).

Ashoka Social Financial Services (SFS) builds on Ashoka's 30-year history of identifying the world's most powerful social innovations and engaging a global community of entrepreneurs to drive change. Nearly a decade ago, this process led Ashoka to create the SFS program, which helped pioneer the first generation of social investment vehicles and innovations. Under this mandate, Ashoka SFS launched the Ashoka Social Investment Entrepreneur (SIE) Initiative, which identifies, invests in, and supports leading social entrepreneurs who are pursuing innovative approaches to access new sources of capital and use market dynamics to create social impact. For more information about SIE, please visit <http://sfs.ashoka.org/sfs-fellow-impact>.

Today, Ashoka SFS is working to explore how markets can be a powerful tool to improve the quality of people's lives. Ashoka Fellows' innovations offer powerful examples of how we can use markets to solve seemingly entrenched social problems. We are using what we learn from these innovations to contribute to a new economic architecture, one where economic advantage inherently creates social benefit.

## POSITION DESCRIPTION

To catalyze a change in the way we use markets to address social challenges at large scale, Ashoka SFS is launching a multi-year effort to search for the most promising market-based social entrepreneurs, identify the most powerful new innovations, and spread those ideas globally. Ashoka SFS seeks an Innovation Manager, who will support Ashoka SFS in identifying, researching, and analyzing market-based innovations that have the potential to change our economic architecture.

The Innovation Manager will be an integral member of the SFS team and will work closely with our geographic diamonds in South America, North America, Africa, South Asia, Asia, and Europe. S/he will work equally closely with our key program teams: Venture (the team that elects Ashoka Fellows) and Changemakers (our idea ignition and proliferation platform) and will also act as a peer liaison with emerging initiatives in each of the geographic diamonds.

This role offers a unique vantage point to combine learning from the most powerful innovations around

the world with the best leading-edge academic thought leadership. The Innovation Manager will help us answer the questions at the heart of this effort: Is our market infrastructure flexible enough to meet people's changing needs? Is it robust enough to protect traditional values while offering new means for people to effectively work together? What self-correcting mechanisms can we put in place to safeguard these systems? The Innovation Manager will work at the juncture of asking and understanding the responses to these questions and will:

1. Create an analytical framework:

- Develop methodology to analyze and organize the range of market-based innovations;
- Conduct desktop research in support of the most powerful innovation veins; and
- Interview experts and entrepreneurs to obtain third-party feedback for key ideas.

2. Catalyze collaboration through writing:

- Contribute to writing about findings and innovations in a manner that is accessible to those within Ashoka as well as the general public;
- Identify partners and collaborators to share findings with key stakeholders; and
- Work with the communications team to share findings and insights across social media platforms.

3. Synthesize key ideas for spread:

- Suggest and develop strategy to spread key ideas and take research from insights to action;
- Identify where these ideas might have greatest resonance; and
- Engage new partners that may help spread key ideas.

In addition to gaining invaluable skills and experience, the Innovation Manager will have access to mentorship and career guidance as well as the opportunity to work with leading social entrepreneurs pioneering the most powerful ideas in social innovation and market-based approaches to social impact.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Demonstrated interest in social entrepreneurship, economics, and/or market-based innovation;
- Excellent oral and written communication skills; strong organizational skills;
- Ability to engage with policy, business, and academic leaders and leading social entrepreneurs;
- Exceptional applied research and conceptual skills;
- Resourcefulness, an ability to innovate and see new opportunities;
- Experience living, studying, or working abroad; willingness to travel;
- An entrepreneurial spirit showcasing problem-solving skills, tenacity, fearlessness, and creativity in creating solutions;
- Facility with abstract concepts and comfort with reasoning through big new ideas; and
- Collaboration; courage in offering new ideas and willingness to ask big questions.

## APPLICATIONS

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| <b>Job Title:</b>    | Conservation Program Analyst                              |
| <b>Organization:</b> | National Audubon Society                                  |
| <b>Location:</b>     | Washington, DC  |
| <b>Stipend:</b>      | \$65,000 with health insurance and paid time off benefits |
| <b>Start Date:</b>   | September 1, 2015   |

## ORGANIZATION DESCRIPTION

The National Audubon Society's mission is to conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats, for the benefit of humanity and the earth's biological diversity. Audubon was founded in 1905 and is the second oldest conservation organization in the country. For more than a century, Audubon has built a legacy of conservation success by mobilizing the strength of its network of members, chapters, Audubon center, state offices, and dedicated professional staff to connect people with nature and the power to protect it. A powerful combination of science, education, and policy expertise combine in efforts ranging from protection and restoration of local habitats to the implementation of policies that safeguard birds, other wildlife, and the resources that sustain us all – in the U.S. and across the Americas. Audubon's Public Policy Office is a dynamic, well-respected leader in environmental advocacy and works on challenging conservation issues including climate change, endangered species, agricultural policy, ecosystem restoration, public lands management, river conservation, and many more. For more information, visit [www.audubon.org](http://www.audubon.org).

## POSITION DESCRIPTION

The Conservation Program Analyst will help Audubon more effectively and efficiently deliver conservation results on the ground from its programmatic work across the country and will be an integral part of the conservation program team that includes staff from the business planning, policy, science, climate, and community conservation & education departments. S/he will be responsible for surveying various Audubon staff, chapter leaders, and volunteers to evaluate the performance of Audubon conservation programs and distributed network communications. The analyst will then analyze conservation program project plans, strategies, tactics, and results and develop recommendations for increased efficiency in conservation delivery.

Additionally, the Conservation Program Analyst will help develop opportunities to engage Audubon's network in conservation work on the ground and to support state programs with additional capacity for conservation policy implementation. Working closely with the Vice President of Government Affairs and Director of Conservation Programs, s/he will develop strategies for conservation that are bird species focused and assist with incorporating these strategies into organizational planning across Audubon's priority programs. This role is ideal for individuals seeking to gain valuable experience in conservation, strategic planning, program evaluation, analysis of performance metrics, and conservation policy strategy development.

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The Conservation Program Analyst's primary responsibilities, include, but are not limited to:

- Analysis and development of conservation strategies/plans that more efficiently deliver conservation on the ground;
- Conservation planning and integration of best practices into strategic plans;
- Program performance measurement and evaluation;
- Species-specific conservation strategy development;
- Analysis of staff survey data and conservation program performance metrics;
- Production of media analysis and multi-media presentations; and
- State-level program support, including making strategic recommendations for optimized conservation delivery, analyzing grant deliverables and resource allocations, and making sustainability recommendations.

## QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Strategic-mindedness, forward-thinking outlook, and initiative
- Excellent research and data analysis skills;
- Keen attention to detail and comfort analyzing and interpreting data and trends in order to communicate observations to a variety of groups;
- Strong organizational skills and ability to excel in a fast-paced office environment;
- Superior interpersonal, oral, and written communication skills; must be able to engage diverse stakeholders and senior management professionals;
- Sound judgment and decision-making skills; demonstrated ability to work with confidential information;
- Proficient in Microsoft Office applications, as well as demonstrated experience managing, manipulating, and reporting information from databases; and
- Knowledge of or interest in wildlife conservation issues, as well as the mission of the National Audubon Society.

Preferred:

- Applied conservation/strategic planning/policy analysis experience;
- Knowledge of non-profit organizational structure and management, operations; and
- Experience with GIS.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

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| <b>Job Title:</b>    | Program Impact Analyst, Independent Media |
| <b>Organization:</b> | Bay Area Video Coalition                  |
| <b>Location:</b>     | San Francisco, CA                         |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13 or September 1, 2015              |

## ORGANIZATION DESCRIPTION

Bay Area Video Coalition (BAVC) inspires social change by empowering media makers to develop and share diverse stories through art, education, and technology. BAVC was founded in 1976 and since that time has supported increased cultural and economic participation amongst underserved communities in the Bay Area and nationally by providing access to media tools, training, and storytelling platforms.

BAVC's Independent Media department helps emerging and established artists from diverse communities to tell their stories and to contribute to both local and national discourse. Current programs that serve this diverse and growing constituency include SF Commons, San Francisco's public access television and online station; BAVC's Artist-in-Residence program, which is open to artists who are expanding the vocabulary of visual, performing, or other art forms through dynamic and collaborative cross-platform work; Storytelling Across Media, a series of interactive panels showcasing media makers who use diverse platforms and methodologies to tell stories; and SF Stories, a 36-hour digital storytelling workshop designed to help people from underserved and under-resourced communities (including people who are currently incarcerated) learn the digital storytelling process from start to finish. BAVC also supports established and emerging documentary media makers through the National MediaMaker Fellows program, which provides participants with a community of similarly inclined filmmakers and media artists and connects artists in disparate locations with one another through a network that supports and fosters artistic growth. For more information, visit [www.bavc.org](http://www.bavc.org).

## POSITION DESCRIPTION

The Program Impact Analyst's portfolio is divided among three areas of activity:

1. Developing assessment and evaluation methodology for BAVC media-based programs and services:
  - Build a database of current impact and ROI evaluation strategies that are currently used to evaluate media and technology initiatives;
  - Create a series of measurements to assess the impact of BAVC's programs using the database; and
  - Analyze and evaluate BAVC's programs using these measurements.
2. Collecting and promoting findings from research and analysis:
  - Create a framework for collecting the knowledge learned about each program's respective impact;
  - Design a plan to gain maximum exposure for program impact findings among BAVCs' potential funders, partners, and constituents; and

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- Work with BAVC program directors to begin implementing new initiatives suggested by analysis and begin seeking funding for programmatic strategies that are recommended through the evaluation process.

3. Identifying and building new partnerships with private sector and government agencies:

- Use findings and relationships developed through outreach to begin building new partnerships and leverage existing partnerships in new ways that support BAVC programs; and
- Work with BAVC program directors to develop multi-year plan to increase program impact and expand organizational visibility.

Upon completion of the fellowship, the Program Impact Analyst will be poised to work in a variety of contexts as a program evaluator, including in nonprofit development departments, philanthropies, or other organizations conducting program analysis on media or other projects.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Exceptional analytical and communication skills;
- Project management experience;
- Flexibility and adaptability in a dynamic work environment;
- Strong individual initiative and ability to work collaboratively;
- Ability to interact effectively with people of other cultures, capacities, and organizations;
- Strong computer skills and ability to learn new technologies quickly;
- Ability to work in a fast paced, multi-faceted culture; and
- Familiarity with diverse assessment and evaluation methodologies preferred.

## APPLICATIONS

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| <b>Job Title:</b>    | Senior Program Manager, Nexus Projects    |
| <b>Organization:</b> | Carnegie Museums of Pittsburgh            |
| <b>Location:</b>     | Pittsburgh, PA                            |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

Carnegie Museums of Pittsburgh is a catalyst for knowledge and exploration; a community leader in educational outreach; and a collector, guardian, and presenter of cultural and scientific collections and ideas. Its four distinctive museums – Carnegie Museum of Art, Carnegie Museum of Natural History, Carnegie Science Center, and The Andy Warhol Museum – reach more than 1.1 million visitors and participants, on- and offsite annually, making CMP one of the largest and most far-reaching cultural organizations in the region and a major contributor to Pittsburgh’s growing reputation as one of the United States’ most livable cities. CMP’s impact extends nationally and internationally through the scope and importance of its collections (numbering approximately 23 million objects, artifacts, and specimens across a wide range of disciplines), staff expertise, groundbreaking research, and traveling exhibitions.

## POSITION DESCRIPTION

When he founded his Institute in 1895, Andrew Carnegie envisioned a place where individuals could learn about their world, past and present, through outstanding fossils and natural specimens, great works of art, and casts of architectural masterpieces. The original museums, now known as Carnegie Museum of Art and Carnegie Museum of Natural History, were joined by The Andy Warhol Museum and Carnegie Science Center in the 1990s, and together they offer a richness and diversity of collections, expertise, and experiences across disciplines unequalled by any other US institution with the exception of the Smithsonian Institution.

Recognizing, as Andrew Carnegie did, that art and science are powerful tools for examining and interpreting the universe around us and our place in it, CMP is exploring a variety of initiatives that would leverage its unique history and assets for the benefit of its audiences. Two planning efforts are actively underway. The first is a facilitated ideation process spanning all four museums to create and share programs that capitalize on the collective resources of the museums inside and outside the boundaries of their respective facilities. Activities may include residences, performances, co-commissions, and co-productions that integrate art and science. The second is a collaboration with neighboring Carnegie Mellon University and the University of Pittsburgh to explore the development of a Participatory Cultural Incubator at the crossroads of the three institutions. Cross-museum educational initiatives and an exhibition that would capitalize on the collections of Carnegie Museum of Art and Carnegie Museum of Natural History are also in development.

Working as part of CMP’s Department of Strategic Initiatives, the Senior Program Manager will play a crucial role in advancing these initiatives with the goal of developing at least two “Nexus Projects” that further the museums’ missions, foster cross-museum collaboration and co-creation, and set new standards

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in exploring the intersections of art and science. S/he will work with the CMP ideation team, external facilitators, and other relevant stakeholders to develop a nimble and flexible process for moving from an exploratory mode to the realization of innovative, tangible outcomes. The Senior Program Manager will:

- In consultation with internal and external collaborators, develop a practical iterative prototyping platform to pilot, test, and implement at least two projects that explore the intersections of art and science and serve as proofs of concept for the Nexus Project model;
- Actively contribute to and advance planning for the Participatory Cultural Incubator with Carnegie Mellon University and the University of Pittsburgh and other complementary initiatives;
- Be responsible for overall Nexus Project management, including liaising with individual project teams, identifying goals, ensuring the involvement of appropriate staff, and developing implementation plans with budgets and timelines;
- Investigate other models that inform the planning process and identify those that represent the best fit with CMP's goals, assets, and audiences and those of external collaborators;
- Conduct audience research and other feasibility/impact studies to inform decision-making, and at the conclusion of the cycle, evaluate results and make recommendations for future action;
- Ensure the planning process takes into account multiple perspectives; is informed by data, including audience research and the results of feasibility/impact studies; fosters social inclusion and digital sophistication; and is consistent with the museums' missions and those of any partnering institutions;
- Communicate about and create buy-in for the process by providing white papers and thought pieces, and convene regular briefings and quarterly assemblies with CMP's Institute Leadership Team, staff, and other interested parties to share the results of the research and planning process, prompt new ways of thinking/interacting, and contribute to CMP's evolution as a learning organization;
- Participate in efforts to identify potential funding sources to support Nexus Projects and contribute to grant applications and related fundraising initiatives; and
- Be a resource, mentor, and facilitator for staff who are interested in developing projects that explore the intersections among art and science.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Intellectual curiosity and the ability to work collaboratively with internal and external stakeholders from a variety of backgrounds;
- Superior written and oral communication skills;
- Project management experience, including the ability to move from concepts to tangible outcomes while juggling multiple, competing priorities;
- Strong research and analytic skills and the ability to synthesize and present findings for practical application;
- Familiarity with the role of public engagement in museums; and
- Knowledge of program evaluation and audience research methodology is desirable, as is experience with budgeting and fundraising.

## APPLICATIONS

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| <b>Job Title:</b>    | Strategic Outreach Manager                |
| <b>Organization:</b> | Central Park Conservancy                  |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

Central Park Conservancy is a private not-for-profit organization whose mission is to restore, manage, and enhance Central Park in partnership with the public. It raises 75% of Central Park's annual park-wide expense budget and is responsible for the day-to-day maintenance and operations that keep the park beautiful and vibrant. The Conservancy has overseen the investment of nearly \$750 million in Central Park since its inception in 1980, is recognized as the world leader in urban park management, and sets the standard for excellence in park care. To sustain the Conservancy's work, the Institute for Urban Parks was established in 2013. As the educational arm of the Conservancy, the Institute for Urban Parks is taking steps to develop responsibility and respect for these open spaces by training and teaching urban park managers and public stewards, both locally and globally. For more information, visit [www.centralparknyc.org](http://www.centralparknyc.org).

## POSITION DESCRIPTION

Central Park Conservancy is widely recognized as the preeminent leader in urban park management. With the establishment of the Institute for Urban Parks, the Conservancy aspires also to become known as a leader in education for urban park management and stewardship. The Strategic Outreach Manager will develop and implement a comprehensive outreach plan that leverages organizational assets (reports and other data) to reinforce the Conservancy's leadership in urban park management and build leadership in education for urban park management and stewardship. The Strategic Outreach Manager will work as an integral part of the Institute for Urban Parks while also managing inter-departmental collaborations to support this project, most specifically with the Operations, Park Information and Archives, Marketing and Communications, Governance, and Development departments. By the end of the fellowship, the Strategic Outreach Manager would be well positioned to take on a role in communications and outreach, strategic planning, or public relations, among other related fields.

The Strategic Outreach Manager will manage this project in three phases:

1. Research and documentation: Through internal interviews and primary resources, write a case document that addresses the following questions:
  - a. What particular aspects of leadership in urban park management is the Conservancy currently known for?
  - b. What led to the Conservancy's current leadership position in the field?
  - c. What assets does the Conservancy currently have that can be leveraged in furthering our leadership position?

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

2. Planning: Using what is known about our current leadership and the assets that we have, prepare an outreach plan that outlines and specifies:
  - a. Key assets to be leveraged (1.c. above);
  - b. Key audiences to be reached, such as internal stakeholders, peer organizations, industry professionals, and media, among others; and
  - c. Key delivery methods to be employed, such as speaking engagements, public reports, press opportunities, and media outlets.
3. Testing and implementation:
  - a. Beta test the outreach plan with one key asset or audience, measure impact, and revise the outreach plan as needed; and
  - b. Implement the full revised outreach plan.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent administrative, analytical, research, and writing skills;
- Flexibility, attention to detail, self-starter mindset, organization;
- Ability to work independently and on teams, and to meet deadlines;
- Ability to take a wide body of knowledge and synthesize it into a simple message;
- Experience with project management;
- Understanding of and experience with media outreach and public awareness campaigns; and
- Understanding of or interest in the importance of urban parks to healthy and vibrant cities; and interest in furthering this notion.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

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You may *not* contact the host institution to inquire about this position.





# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Fellow, Global Cities                     |
| <b>Organization:</b> | The Chicago Council on Global Affairs     |
| <b>Location:</b>     | Chicago, IL                               |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13, 2015                             |

## ORGANIZATION DESCRIPTION

The Chicago Council on Global Affairs, founded in 1922, is an independent, non-partisan organization committed to educating the public – and influencing the public discourse – on global issues of the day. The Council provides a forum in Chicago for world leaders, policymakers, and other experts to speak to its members and the public on these issues. Long known for its public opinion surveys of American views on foreign policy, The Chicago Council also brings together stakeholders to examine issues and offer policy insight into areas such as global agriculture, the global economy, global energy, global cities, global security, and global immigration. Learn more at [www.thechicagocouncil.org](http://www.thechicagocouncil.org) and follow @ChicagoCouncil for updates.

## POSITION DESCRIPTION

The primary responsibility of the Global Cities Fellow is to work with the studies team to develop policy-focused research, writing, and public education outreach on best policies and practices of global cities from a comparative perspective. We are particularly seeking an individual with policy interests related to immigration and demographic change, civic participation and education, and/or water-energy-food resource pressures. The Global Cities Fellow will identify best practices and lessons learned and convey them in an accessible manner to engage the general public and decision makers.

Responsibilities include, but are not limited to:

- Develop, manage, and implement research and public education on policy analysis of issues in Global Cities;
- Author, co-author, and/or edit policy papers on Global Cities issues;
- Identify and recruit key domestic and international leaders in government, foreign policy, business, NGOs, academia, and the media to participate in and/or write about Council events and publications, particularly the annual Chicago Forum on Global Cities;
- Identify data sources and provide original analysis in policy papers and tweetable graphics;
- Develop, manage, and implement small-group, discussion-oriented events with experts, policymakers, and diplomats for members of key Council constituencies;
- Actively discuss Global Cities relevant topics in social media, including participating in Council-organized “tweet-ups”;
- Coordinate closely with Council staff members to develop the Global Cities research cone;
- Coordinate interactions with partner organizations; and
- Write press releases and otherwise make Global Cities research accessible to the media and the general public.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent knowledge of and experience with global issues; international work and/or study experience is essential;
- Excellent interpersonal skills;
- Strong verbal communication skills;
- Superior research/writing skills and analytical/organizational abilities;
- Flexibility and problem-solving abilities;
- Ability to meet deadlines and to handle increasing levels of responsibility;
- Ability to work with a team;
- Ability to take initiative; and
- Experience with policy thought leadership or decision making is highly desirable.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.



# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Policy Analyst, Job Quality               |
| <b>Organization:</b> | Center for Law and Social Policy (CLASP)  |
| <b>Location:</b>     | Washington, DC                            |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13, 2015                             |

## ORGANIZATION DESCRIPTION

The Center for Law and Social Policy (CLASP) seeks to improve the lives of low-income people. We develop and advocate for federal, state, and local policies to strengthen families and create pathways to education and work. Our vision is an America where children grow up safe, healthy, nurtured, and prepared to succeed; where young people and adults have the skills and supports they need to fulfill their potential and to contribute to society and the economy; where jobs provide decent wages and family friendly policies; where poverty is rare; where there is justice for all; and where all people can participate equally and their communities can prosper. CLASP's Job Quality initiative seeks public policy changes that improve access to jobs enabling workers to achieve economic security for themselves and their families. In particular, we research and advocate for fair paying jobs that provide adequate paid leave, schedule stability, and support for workers' caregiving and other responsibilities. For more information, visit [www.clasp.org](http://www.clasp.org).

## POSITION DESCRIPTION

The Policy Analyst will join CLASP's job quality team. The team analyzes and advocates for public policies that include decent wages, but go further to address other key aspects of job quality. Currently, no federal law sets a minimum standard for paid sick days, paid family and medical leave, or stable job scheduling. While this leaves all workers at potential risk, lower wage workers are most likely to hold jobs with no paid leave and unstable, unpredictable, and inflexible schedules. Without paid leave policies, workers risk their jobs or wages when they or their family members become ill or a new baby arrives. In the absence of fair job scheduling policies, many struggle to budget in the face of unpredictable weekly earnings; to arrange child care and attend classes; and to hold the second jobs they need to pay their bills. These issues are gaining national attention, with states and localities debating and enacting new paid leave and scheduling laws and with several bills pending in Congress. CLASP's job quality team is on the leading edge of analysis and advocacy in the field and a key member in a number of coalitions moving each of these public policy ideas forward around the nation. We publish influential reports and briefs; provide technical assistance to advocates and policy makers around the country; and host convenings, develop web content, and facilitate discussions addressing emerging developments in the field.

Over the course of the fellowship, the Policy Analyst will gain a deep understanding of how policy is shaped from the early idea phase, through grassroots organizing, to the enactment of law and the implementation of new programs. The Policy Analyst will also gain expertise on job quality issues, becoming familiar with existing research, a range of policy solutions, and the political dynamics in the field.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

Responsibilities include:

- Researching job quality issues, including paid leave and job scheduling, and intersections between these issues and child care, workforce development, and income supports;
- Writing issue briefs on a range of topics; for example, drafting a compelling summary of existing data that highlights the need for policy changes;
- Analyzing proposed job quality policies;
- Providing issue information and education to Congressional staff to foster greater understanding about the need for policies to improve job quality;
- Speaking at events and coalition meetings;
- Managing the content for a website highlighting businesses that support job quality public policy and a webpage aggregating content from enforcement agencies currently implementing paid leave laws;
- Representing CLASP at public events and strategy meetings with peer organizations;
- Writing op-eds, blog posts, and articles about job quality;
- Developing ideas and recruiting potential speakers for CLASP events; and
- Tracking and reporting on project activities for internal and external purposes.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Strong commitment to improving the lives of low income individuals and families;
- Interest in the role of public policy and government;
- Excellent research and analytical skills;
- Excellent oral and written communication skills, including the ability to write clearly for a range of audiences;
- Ability to work both independently and collaboratively in a fast-paced team environment;
- Organization and time management skills;
- Ability to identify emerging related topics and opportunities for new approaches; and
- Familiarity with advocacy related to poverty, workers' rights, gender issues, racial equity, or other advocacy preferred.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Day light Time

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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Partnerships Manager, CGI University      |
| <b>Organization:</b> | The Clinton Global Initiative             |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

Building on the successful model of the Clinton Global Initiative, which brings together world leaders to take action on global challenges, President Clinton launched the Clinton Global Initiative University (CGI U) in 2007 to engage the next generation of leaders and innovators on college campuses around the world. Each year, CGI U hosts a meeting where undergraduate and graduate students, university representatives, and topic experts come together to discuss and develop innovative solutions to pressing global challenges. The meeting takes place at a different college campus each spring, and brings together more than 1,000 students from over 75 countries to make Commitments to Action in CGI U's five focus areas: education, environment and climate change, peace and human rights, poverty alleviation, and public health. Beyond the meeting, CGI U works to mentor and fund student innovators through a wide variety of support networks and programming. For more information, visit [www.cgiu.org](http://www.cgiu.org).

## POSITION DESCRIPTION

The Partnerships Manager will work to expand opportunities for leading student social innovators from around the world. This will include the following roles and responsibilities:

- Develop, recruit, and launch seed funding opportunities and grant-making programs for CGI U participants (through a wide range of pitch competitions, grant cycles, and external partnerships, CGI U has catalyzed over \$2 million in seed funding for CGI U students to date, and looks to expand early-stage seed funding opportunities for young innovators moving forward);
- Research and engage with relevant foundations, individual, or corporate donors whose philanthropic priorities are consistent with CGI U's mission;
- Conduct high-touch outreach and communications with NGOs and networks whose work and expertise are relevant to the CGI U model;
- In collaboration with the communications team, research potential long-lead press features that could highlight the work of CGI U student commitment-makers;
- Develop compelling content for CGI U's web and social media platforms, with a focus on CGI U student commitments; and
- In collaboration with the program team, develop innovative and engaging content for both the CGI U meeting and other year-round trainings.

By the end of the fellowship, the Partnerships Manager will have gained an in-depth understanding of the rapidly evolving civic engagement and social innovation sectors, and will have tangible experience in developing effective tools for funding, supporting, mentoring, and highlighting effective young changemakers and entrepreneurs.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Working knowledge of CGI U's five focus areas (education, environment and climate change, peace and human rights, poverty alleviation, and public health);
- Exemplary oral and written communication skills, with attention to detail;
- Ability to engage externally in a professional manner with high-level stakeholders in the NGO, higher education, and philanthropic sectors; and
- Experience developing partnerships for non-profits, social enterprises, or startup organizations is preferred.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Assistant Director for Digital Resources  |
| <b>Organization:</b> | The Forum on Education Abroad             |
| <b>Location:</b>     | Carlisle, PA                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13 or September 1, 2015              |

## ORGANIZATION DESCRIPTION

The Forum on Education Abroad is a 501(c) (3) non-profit membership association recognized by the US Department of Justice and the Federal Trade Commission as the Standards Development Organization (SDO) for the field of education abroad. The Forum provides training and resources to education abroad professionals and its *Standards of Good Practice* are recognized as the definitive means by which the quality of education abroad programs may be judged. The Quality Improvement Program for Education Abroad (QUIP) and the Professional Certification for Education Abroad Program provide quality assurance for the field through use of the *Standards* in rigorous self-study and peer reviews for institutions and professional certification for individuals.

The Forum promotes best practices and excellence in curricular design, engages in data collection and research, conducts program assessment and quality improvement, and advocates on behalf of its over 700 member institutions and the field of education abroad. The Forum also serves institutions and organizations that sponsor and support education abroad programs for students enrolled at US colleges and universities, and collaborates with international member institutions and organizations to identify and facilitate best practices and standards for education abroad.

## POSITION DESCRIPTION

The Assistant Director for Digital Resources will manage a number of the digital resources that the Forum provides to its institutional members and the education abroad field at large. Under the supervision of the President/CEO, and working together with other Forum staff, the Assistant Director will have primary responsibility for managing the development, production, publicity and accessibility of the Education Abroad Digital Resource Center. This project is a collaboration between the Forum on Education Abroad and the New York Times in Education, and involves the creation of an innovative new resource for education abroad. The Education Abroad Digital Resource Center will utilize New York Times news, content, and archives that span 162 years to enhance education abroad learning, before, during and after the education abroad experience. Students, faculty, and staff will be able to draw on a wide range of New York Times digital material to enhance the education abroad experience, including daily news briefs; political analysis and editorials on contemporary issues; book, film, art, and music reviews; and food and travel resources.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

The Assistant Director will be responsible for managing the development of the Education Abroad Resource Center. Specifically, this will include:

- Identifying outcomes from the pilot project participants regarding the various ways in which nytimes.com is used to support education abroad learning;
- Working collaboratively with colleagues at the Forum and the New York Times to identify the lessons learned from the pilot project and the best ways to organize the resources of nytimes.com to enhance education abroad learning;
- Working with web developers to create the digital interface of the Digital Resource Center;
- Spearheading the promotion and marketing of the Digital Resource Center;
- Designing a plan to assess the use of the Center and its benefit to enhanced student learning; and
- Managing and expanding the Forum's online Standards Toolbox, which includes examples of best practice approaches to meeting the Standards of Good Practice for Education Abroad. The Assistant Director will coordinate outreach to identify best practice examples, manage the process to select items, and the placement and maintenance of this section of the Forum web site.

Additionally, the Assistant Director will assist with the management of the following:

- The Forum Standards Toolbox, an authoritative online resource that contains hundreds of examples of education abroad best practices that assist institutions in their meeting *The Standards of Good Practice for Education Abroad*; and
- *Frontiers: The Interdisciplinary Journal of Study Abroad*, an open access, online journal that will begin to be published by the Forum on Education Abroad in July 2015. Duties will include assisting with: correspondence with authors, coordination of the review of manuscripts by peer reviewers, communication with the copyeditor, and management of the journal's web site.

## QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Proficiency in one or more foreign languages;
- Excellent research and analytical skills;
- Digital savvy, and experience working on or supervising digital projects and initiatives;
- Strong written and oral communication skills;
- Flexibility, initiative and good problem-solving abilities;
- Ability to work independently and as a member of a team;
- Interest or experience in international education; and
- Motivation to help to advance the field of education abroad.

Preferred:

- Experience working in international higher education, especially education abroad.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Partnerships and Engagement Manager       |
| <b>Organization:</b> | Harmony Institute                         |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13, 2015                             |

## ORGANIZATION DESCRIPTION

Founded in 2007, the Harmony Institute (HI) is dedicated to both the study of mass communication and media effects on individuals and society, and the transfer of these insights to social scientists, data scientists, media professionals, impact funders, and other civic stakeholders. The programs at HI perform and aggregate compelling research in behavioral economics, cognitive psychology, computer science, and other research fields that are rich with insights about media impact, and make this information accessible to a wide variety of audiences and their multiple purposes such as greater media impact. To do this, HI publishes white-paper reports on various media impact topics and creates tools that help media stakeholders innovate their communication strategies and maximize the impact of their media products. For more information, visit [harmony-institute.org](http://harmony-institute.org).

## POSITION DESCRIPTION

The Partnerships and Engagement Manager will be a key member of HI's design and development team, will play an important role in the day-to-day operations of the new StoryPilot media impact app (SP), and will otherwise help establish HI as a leader in the field of scientific evaluation of media impact. This position provides a unique opportunity to work at the forefront of the growing field of media impact analysis, using research and analytical skills to develop digital products such as SP.

The Partnerships and Engagement Manager will help HI leverage external partners ranging from foundations, producers, and industry experts, to users of the application, and will support all types of stakeholders to find new ways to apply media for social impact. As the second year of the position approaches, s/he will have the opportunity to evaluate and update the responsibilities of the position. By the end of the fellowship, the Partnerships and Engagement Manager will have gained skills and experience in project/product management, relationship development, communications, media impact analysis, and internet analytics.

The Partnerships and Engagement Manager will have three primary responsibilities:

- 1) Serve as liaison with users and partners of the new StoryPilot (SP) media impact analysis app:
  - Build relationships with current and potential SP users, including leading media organizations, producers, and other stakeholders, in collaboration with HI's staff and board;
  - Assist product team in conducting product evaluations and interface with SP users;
  - Develop evaluation tools for multiple audiences such as surveys, interview questions, and other ways to meaningfully measure qualitative and quantitative results;
  - Solicit and manage external submissions to StoryPilot's data set;

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

- Create content for external reporting (stakeholder reports, press outlets, HI blog, white papers);
- Follow the progress of similar media impact products;
- Contribute to the ongoing development of SP's content, data, and features; and
- Participate in and/or lead the research and development of new products, including potential new tools for impact analysis of news, advocacy campaigns, and other media.

2) Build relationships with partner organizations:

- Maintain relationships with HI's existing partners;
- Research new potential partners, such as funders, data sources, media outlets, industry partners, and filmmaker organizations and help develop collaborative relationships with partners;
- Help prepare all project plans and external relations materials, including one-pagers, Gantt charts, budgets, and timelines; and
- Develop expertise in media impact tools, products, reports, and other developments and keep the HI team updated on this market.

3) Contribute to public education initiatives about media impact and manage SP user communities:

- Work with staff to help educate the public about media impact through posting on HI's "Ripple Effect" blog, contributing to HI's social media, and occasionally presenting at public events, festivals, and conferences;
- Help build relationships with relevant academic departments working in media impact and also with key professional communities engaged in media impact, such as journalists, filmmakers, advocates, and educators; and
- Help build networks between HI and media producers nationwide, and seek opportunities to collaborate on new projects and products.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Strong interest in media impact and how it is measured among various constituencies;
- Experience in qualitative and/or quantitative evaluation, statistics, and data gathering;
- Excellent interpersonal and collaboration skills, and the ability to work independently and as part of a collegial group;
- Excellent verbal and written communication abilities, and proven experience interacting effectively with a wide range of constituents;
- Tech savvy, ability to create graphs/charts and presentation decks;
- Flexibility, initiative, and good problem-solving abilities;
- Survey creation experience a significant plus; and
- Project management experience and timeline planning are strong plusses.

Computer (HI is a Mac environment):

- All standard office software, Google tools, and online community platforms like Google chats, webinars, and social media portals, and
- Experience with presentation programs, databases, and project management software is desired.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

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You may *not* contact the host institution to inquire about this position.



# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Research Analyst                          |
| <b>Organization:</b> | Los Angeles County Arts Commission        |
| <b>Location:</b>     | Los Angeles, CA                           |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13 or September 1, 2015              |

## ORGANIZATION DESCRIPTION

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County. The Commission provides leadership in cultural services for the County, including information and resources for the community, artists, educators, arts organizations and municipalities. There are over 2,800 arts organizations and 150,000 working artists in the County of Los Angeles, creating the largest concentration of arts activity in the United States. For more information, visit [www.lacountyarts.org](http://www.lacountyarts.org).

## POSITION DESCRIPTION

The Research Analyst will provide support for projects on the Arts Commission's Research and Evaluation Plan. The Analyst will also be given responsibility to develop and manage one or more projects and will carry out those projects independently, under the guidance of the Research & Evaluation Manager. Examples of the kinds of projects the Analyst might work on that are currently underway include an analysis of the impact of a Civic Art graffiti abatement project, the development of school district arts education data, a report on contract employees and volunteers working in LA County arts nonprofits, and the development of data visualizations to present Arts Commission data.

The Research Analyst may be asked to undertake include the following:

- Conduct literature reviews;
- Develop data collection instruments;
- Collect data, which may include surveys, interviews, focus groups, observations and document review;
- Identify and access secondary datasets relevant to the work of the Arts Commission;
- Clean, structure and analyze data; and
- Summarize findings in writing and in data visualizations that are clear and accessible to the general public.

Upon completion of the fellowship, the Analyst would be equipped to pursue related applied research and evaluation work not only in arts management but in a variety of nonprofit or government agencies in other subject matter areas.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Ability to analyze complex datasets and the skills to find the most important stories in the data, and communicate those findings effectively;
- Ability to communicate research and evaluation findings in writing and verbally, in a clear, succinct manner so that non-experts can understand them, is required. Experience with data visualization is a plus;
- Comfort working both independently and as part of a team, and the ability to think and problem-solve creatively;
- Experience working on research or evaluation projects is required (please indicate whether your strength is in qualitative or quantitative methods);
- Strong skills with Word and Excel;
- Experience with data analysis software such as SPSS, R or Atlas.ti (depending on the candidate's expertise) is a plus. Willingness to learn/adopt new technologies a must; and
- High level of organization and attention to detail with strong time management skills.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.



# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Content and Research Manager              |
| <b>Organization:</b> | National Immigration Law Center           |
| <b>Location:</b>     | Los Angeles, CA                           |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

The National Immigration Law Center (NILC) is the primary national organization in the United States exclusively dedicated to defending and advancing the rights of low-income immigrants. At NILC, we believe that all people who live in the U.S. – regardless of their race, gender, immigration, and/or economic status – should have the opportunity to achieve their full human potential. Over the past 35 years, NILC has won landmark legal decisions protecting fundamental human and civil rights, thwarted policies that would have damaged low-income immigrant families’ opportunities, and advanced major policies that reinforce our nation’s values of equality and justice for all.

Headquartered in Los Angeles with an office in Washington, D.C., NILC utilizes a core set of strategies – litigation, advocacy, and strategic communications – to focus on key program areas that affect the lives and well-being of low-income immigrants, including immigration status and reform; healthy lives and economic opportunities; immigration enforcement reform and justice; and education and workforce development. We also conduct trainings, publish educational materials, and provide legal counsel and strategic advice to inform a wide range of audiences about complex legal and policy matters affecting immigrants and to help strengthen other groups’ advocacy work. For more information, visit [www.nilc.org](http://www.nilc.org).

## POSITION DESCRIPTION

As part of the National Immigration Law Center’s communications team, the Content and Research Manager will be charged with investigating and developing highly sharable content for our website, social media platforms, and advocacy work. Using individual contacts developed through NILC’s policy and litigation efforts, the Content and Research Manager will develop narratives that shine a nuanced light on the issues that particularly impact low-income immigrants and their families. These issues include access to education, immigration enforcement, racial profiling, economic security, and access to health care. Working with program staff, the Content and Research Manager will directly interview clients, advocates, and other individuals to develop compelling narratives to be shared with the legacy media and on social media platforms. The Content and Research Manager will also create a story bank to allow program, communications, and development staff to access stories on an as-needed basis.

The Content and Research Manager will be charged with developing a comprehensive media research plan to produce a pro-migrant narrative that supports NILC’s advocacy for policies and laws that make it possible for all people living in the U.S. to live and work with dignity. Working with other anti-poverty partners, this staffer will conduct an extensive survey of current communications research on anti-poverty and immigration issues and identify gaps that prevent advocates from using the information to

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successfully discuss immigrants' access to safety-net programs. Based on his/her findings, the Content and Research Manager will conduct additional communications research to ultimately develop a comprehensive message guide that allows all advocates to advocate for immigrant-inclusive policies.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent investigative and communications skills;
- Excellent writing skills;
- Familiarity with immigrant community or social justice issues preferred;
- Facility with storytelling approaches;
- Attention to detail and ability to work independently;
- Candidate should be organized, flexible and creative;
- Experience with external communications preferred;
- Ability to speak and write a language in addition to English preferred; and
- Experience using video or photography to tell stories preferred.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Policy Analyst, Equitable Economic Growth     |
| <b>Organization:</b> | PolicyLink                                    |
| <b>Location:</b>     | Oakland, CA                                   |
| <b>Stipend:</b>      | \$65,000 with health insurance for the fellow |
| <b>Start Date:</b>   | July 13, 2015                                 |

## ORGANIZATION DESCRIPTION

PolicyLink is a national research and action institute advancing economic and social equity by Lifting Up What Works. Founded in 1999, PolicyLink connects the work of people on the ground to the creation of sustainable communities of opportunity that allow everyone to participate and prosper. Such communities offer access to quality jobs, affordable housing, good schools, transportation, and the benefits of healthy food and physical activity.

Guided by the belief that those closest to the nation's challenges are central to finding solutions, PolicyLink relies on the wisdom, voice, and experience of local residents and organizations. Lifting Up What Works is our way of focusing attention on how people are working successfully to use local, state, and federal policy to create conditions that benefit everyone, especially people in low-income communities and communities of color. We share our findings and analysis through our publications, website and online tools, convenings, national summits, and in briefings with national and local policymakers. Our work is grounded in the conviction that equity - just and fair inclusion - must drive all policy decisions. For more information, visit [www.policylink.org](http://www.policylink.org).

## POSITION DESCRIPTION

The Policy Analyst will work with the Equitable Economy team at PolicyLink to identify the policies, business models, and strategies that advance equitable economic growth, and share these strategies with community leaders and policymakers. Since 2011, PolicyLink has been advancing the idea that equity – the economic and social inclusion of low-income communities and communities of color – is essential to secure our future economic prosperity, particularly in the context of our demographic transition to a majority people of color nation by 2043. The frame of equity as the superior growth model serves as the foundation for our work to advance an equitable economy. This work includes data and research, policy development, place-based initiatives, and strategic communications including the production of a bimonthly national newsletter, America's Tomorrow, which lifts up promising practices, thought leaders, and new research on how equity is an economic imperative, as well as the National Equity Atlas ([www.nationalequityatlas.org](http://www.nationalequityatlas.org)), an online data and policy tool.

In 2015, the team plans to expand and refine the foundations for this case-making and home in on a few key policies and strategies, and to provide more in-depth analysis to those working at the local, regional, and state level to implement them, while gathering the broader array of strategies into an online policy toolkit.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

The Policy Analyst will

- Help the team select and research these priorities as well as develop the broader policy toolkit and other documents which elaborate on “the business case” for equity, diversity and inclusion
- Monitor and assess recent literature and public debates on inequality, mobility and economic equity;
- Research innovative public and private sector models, best practices, and state and local policy initiatives that advance an equitable economy, including strategies to raise the floor on low-wage work, strengthen the capabilities of our diverse workforce, remove barriers to employment, create good jobs, and build wealth in low-income communities and communities of color; and
- In consultation with senior staff, search out, assess, and then report about new areas of policy change and community capacity building which could become important new areas of focus for PolicyLink.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Commitment to social equity issues;
- Demonstrated capacity for critical, independent, and creative thinking while working within and across teams;
- Strong research and analytical skills;
- Excellent written and verbal communication skills;
- Ability to work within a fast-paced environment and maintain flexibility and a sense of humor while meeting deadlines;
- Good time management skills and ability to effectively work on multiple projects;
- Familiarity with current themes and debates in economic issues concerning growth and development, including income inequality, intergenerational mobility, access to educational opportunity, economic inclusion, and implications of demographic change; and
- Experience working with low-income communities of color and familiarity with public policy and the legislative process are desirable.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Digital Strategist                        |
| <b>Organization:</b> | Public Books                              |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13 or September 1, 2015              |

## ORGANIZATION DESCRIPTION

*Public Books* is an online review of arts and ideas that blends humanities journalism with free live events. Founded in 2012 and located in New York City, our mission is to deliver knowledge to a general public hungry for informed discussion of serious ideas. We provide the public with accessible, thoughtful reflections on contemporary books and the issues they raise, and we enable scholars to translate their expertise into writing that engages a broad, diverse, and lively public.

Since launching in 2012, our audience has quickly grown to 5000 readers a week, and continues to expand. Twice monthly, we publish 6-8 essays of 1000-3000 words on a carefully selected range of fiction and non-fiction books, museum exhibits, television shows, and digital media. Reddit, Bookforum, Salon, Longform, and Arts & Letters Daily link regularly to our pieces, and our site has had over 400,000 unique visitors since we began publishing two years ago. Our contributors are primarily academic, but the books we review are not, with the majority published by trade presses. We mount popular live events in partnership with cultural institutions such as Three Lives Books, the French Cultural Embassy, and Villa Gillet; past speakers have included Alison Bechdel, Clay Shirky, and Hilton Als.

## POSITION DESCRIPTION

The Digital Strategist will bring his or her analytical intelligence, research skills, and familiarity with the world of the humanities or humanistic social sciences to bear on our key challenge: growing an educated general readership among members of the public hungry for informed discussion of serious ideas. The Digital Strategist will work with the Editors in Chief and Managing Editor to design and implement a social media strategy for increasing the PB audience, promoting PB, and amplifying PB's impact. The Digital Strategist will help organize live events, maintain regular contact with publicists and editors at presses, and form new collaborations with publications and cultural institutions. He or she will also have some editorial duties related to expanding our readership: these will include identifying books for review, commissioning reviews, helping to expand our roster of contributors, editing contributions, and proposing ideas for new forms of digital book reviewing that leverage the affordances of our online format.

Given our mission to broaden the intellectual reach of the academy, we seek a PhD committed to public humanities who will help us increase our audience, amplify our impact, and reinvent the book review for the digital era. Upon completing the fellowship, the Digital Strategist will be poised to work in programming or communications for a range of cultural institutions (publishers, museums, universities) and also be prepared for jobs in media consulting and strategy.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

Areas of operation include:

- Developing and implementing a social media strategy in collaboration with editorial staff;
- Developing ongoing relationships with key staff at cultural organizations and international publications;
- Proposing and planning events;
- Pitching PB articles to aggregator sites;
- Pitching PB-linked stories to journalists;
- Working with authors to publicize articles to relevant constituencies;
- Expanding our mailing list;
- Forging and maintaining relationships with editors and publicists at trade and academic presses; and
- Editorial responsibilities as assigned.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest in the worlds of publishing and/or journalism;
- Strong interpersonal skills;
- Engagement with blogs, social media, and digital culture;
- Excellent written and verbal communication skills;
- Efficient time management and organizational skills;
- Willingness to take initiative; and
- Ability to work both independently and collaboratively with editorial staff as well as with contributors, publishers, and other publications.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Senior Manager, Audience Development      |
| <b>Organization:</b> | Public Radio International (PRI)          |
| <b>Location:</b>     | Minneapolis, MN                           |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

Public Radio International (PRI) is a global non-profit media company focused on the intersection of journalism and engagement to effect positive change in people's lives. We create a more informed, empathetic, and connected world by sharing powerful stories, encouraging exploration, connecting people and cultures, and creating opportunities to help people take informed action on stories that inspire them. Our mission is to serve audiences as a distinctive content source for information, insights and cultural experiences essential to living in our diverse, interconnected world. PRI executes a comprehensive effort of content development, partnership collaboration, distribution initiatives, and audience engagement activities each year. With our roots in public media, PRI is extending its impact through web, mobile, and social media platforms. Founded in 1983, PRI audio, text, and visual content is currently consumed by over 16 million people each month. For more information, visit [www.pri.org](http://www.pri.org).

## POSITION DESCRIPTION

The Senior Manager, Audience Development will work with the digital and marketing teams and will lead PRI's efforts to analyze the behavior, needs, and networks of its digital audiences and the impact of our coverage. The senior manager will help position PRI as a leader in redefining the relevance of journalism in an age of information saturation and global interconnection.

The Senior Manager, Audience Development will collaborate closely with software developers, social media journalists, digital producers, and the marketing team to create a new model for engaging online audiences in coverage of global news, issues, and cultures and inspiring people to move from information to action. S/he will take part in web and social analytics training and the annual Online News Association (ONA) conferences, and will represent PRI at communications conferences. This position will report to both PRI's Vice President of Interactive and the Senior Vice President of Marketing.

By the end of the fellowship, the senior manager will have developed expertise in analyzing online audiences and adjusting content; creating social and digital tactics to manage relationships based on shared interests, behavior, and compelling content; and developing communications strategies. The skills acquired during the fellowship will be valuable for roles in management, audience and membership development, communications, web analytics, content development, and digital strategy. These skills can be applied directly in for-profit, non-profit, and social policy organizations that seek to engage the public in information gathering, social movements, and perceptual and behavioral change.

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You may *not* contact the host institution to inquire about this position.

Responsibilities include:

- Analyzing a variety of data to evaluate and segment PRI's audience based on demographics, behavior, and interests using cutting-edge web analytics, social analytics, and survey tools;
- Tracking social media tactics for different audience segments and analyzing for engagement;
- Collaborating with PRI journalists to develop and test multiplatform storytelling methods (including audio, video, interactive graphics, and user-generated information) that are most effective at spreading content and inspiring action;
- Providing insights to establish an integrated digital content, social media, SMS, communications, and app strategy for growing PRI's audience and deepening engagement with global news, issues, and cultures;
- Synthesizing information into clearly-written reports and recommendations;
- Researching the use of established and emerging social networks by various audience segments to identify opportunities, new tools, and new tactics for engagement;
- Working with leaders of PRI's content, interactive, marketing, and resource development departments to establish and track impact metrics for grants and to pioneer methods of audience development and engagement;
- Developing marketing campaign plans for target audiences, informed by analysis, for key initiatives; and
- Coordinating media outreach for key initiatives, including prioritizing and qualifying media opportunities in national wires, business periodicals, broadcast media, online/social media outlets, and industry trades.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest and experience in quantitative and qualitative research methods, including survey creation;
- An ability to synthesize extensive research and data into clear written and oral presentations for non-technical/non-academic stakeholders;
- Passion for social media and global news;
- Multicultural experience and sensitivity to cross-cultural differences; and
- Aptitude for and desire to be trained in web analytics, social media analytics, Drupal7 CMS, and various social media and digital tools.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

|                      |  |
|----------------------|--|
| <b>Job Title:</b>    | Business Development Associate                   |
| <b>Organization:</b> | Smithsonian Institution, Smithsonian Enterprises |
| <b>Location:</b>     | Washington, DC or New York, NY                   |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow        |
| <b>Start Date:</b>   | July 13 or September 1, 2015                     |

## ORGANIZATION DESCRIPTION

As the world's largest museum and research complex, the Smithsonian Institution is a global organization, working across art, history, culture, science, and education in more than 130 countries around the world. Whether assisting in the rescue of cultural treasures following a natural disaster or conducting cutting-edge scientific research for biodiversity conservation, our scholars and professionals are engaged throughout the world to explore, care for, and support our global cultural and natural heritage – all in the service of the Smithsonian's mission: the increase and diffusion of knowledge.

Smithsonian Enterprises is the Smithsonian Institution's brand-building and revenue-producing organization. It has three primary business divisions: media, retail and consumer products, and licensing. The media division includes *Smithsonian* and *Air & Space* magazines; a Digital Studio for content development; Smithsonian.com; Smithsonian Books; the Smithsonian Channel, a joint venture with CBS/Showtime; and advertising/media sales operations. The retail operation includes museum and airport stores, the Smithsonian Catalog, IMAX theaters, and food concessions. The consumer products division includes Smithsonian Journeys, a travel tour company; an educational unit for MOOC and online gaming initiatives; and a consumer-product licensing unit. Revenue generated from these endeavors flows back into the greater Smithsonian Institution to support new and existing programs.

## POSITION DESCRIPTION

Reporting directly to the Vice President of Global Business Development, the Business Development Associate will work across Smithsonian Enterprises functions to expand the Smithsonian brand and drive revenue generation through the development of global strategic partnerships. Business development at the Smithsonian is a combination of strategic analysis, marketing, and sales. The Associate will be involved in all aspects of business development, from the development of products and services, to the creation of marketing strategies, to the generation of sales leads, to the negotiation and closing of deals. The Associate will identify new business opportunities – including new markets, new partnerships with other organizations, new ways to reach existing markets, or new product or service offerings – and then catalyze those opportunities into revenue-generating activities for the Smithsonian. The Associate will be responsible for these activities within a specific international territory (Americas, Middle East, and/or Asia). Applicants should indicate their preferred focus area(s) in their cover letters.

While the Associate will collaboratively craft the strategy for activities during the fellowship, responsibilities will include:

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You may *not* contact the host institution to inquire about this position.

- Developing and executing marketing strategy and operating policies for the territories of responsibility, using research to understand customers' needs and challenges, and providing solutions utilizing appropriate mix of all available Smithsonian assets;
- Traveling to respective markets to conduct business development meetings with prospective clients and partners; establishing contact through sales calls, phone contacts, and liaising with US and local embassies; and conducting appropriate follow-up;
- Developing and executing brand awareness strategies tailored to respective markets; promoting and increasing awareness of the Smithsonian at all times through mission consistent/culturally relevant events, presentations, sales calls, social media outreach, and written communications to clients;
- Using models and templates to formulate financial and other business plans for new initiatives in order to inform sound policies and make recommendations to senior management;
- Closing new business deals by coordinating requirements; developing and negotiating contracts; and integrating contract requirements with business operations;
- Representing Smithsonian Enterprises at business meetings, social events, and in other venues; and
- Staying abreast of market conditions and diverse client developments in terms of people, products, companies, and markets (i.e. economic and political situations).

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Ability to be a strong team player, yet work independently to achieve goals;
- Ability to solve practical problems creatively and deal with a variety of variables in situations where only limited standardization exists;
- High level of skill in personal communication and negotiation;
- Experience living, studying, or working abroad and written and verbal fluency in at least one foreign language;
- Ability to thrive in a fast-paced work setting where initiative and self-motivation is expected;
- Proclivity for entrepreneurial thinking and willingness to embrace the opportunity to help shape a fast-growing business;
- Ability to transition from the conceptual to operational by formulating, developing, and implementing programs;
- Ability to represent the face of the organization in international settings;
- Exemplary public presentation skills; and
- Must be comfortable traveling worldwide for periods of up to two weeks.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Development Communications Manager        |
| <b>Organization:</b> | Tenement Museum                           |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13 or September 1, 2015              |

## ORGANIZATION DESCRIPTION

The Tenement Museum's mission is to preserve and interpret the history of immigration through stories of residents of 97 and 103 Orchard Street, two buildings that housed generations of newcomers from 1863 through the 2000s. Educator-led tours through these spaces forge emotional connections between visitors and immigrants, enhancing appreciation for the profound role that immigration has played—and continues to play—in shaping America's national identity. Founded in 1988, the Tenement Museum has been called one of the world's best non-art museums and welcomes 210,000 visitors annually. For more information, visit [www.tenement.org](http://www.tenement.org).

## POSITION DESCRIPTION

As part of the Tenement Museum's development team, the Development Communications Manager works with the museum's president, the vice president of development, and the public relations team to create and implement a communications strategy that builds the museum's brand within the philanthropic community.

Focusing on the intersection of history and immigration, health, housing and other issues, the Development Communications Manager will work with the museum's president to develop strategic communications to position the museum as a key provider of historic context for national conversations around these and other contemporary policy discussions. Target audiences include major institutional and individual funders; the opinion press; and, political and community leaders. Blending fundraising, thought leadership, and corporate messaging, the Development Communications Manager will assure the substantive intellectual content of museum communications to help position the institution for major funding.

Primary responsibilities:

- Create remarks, letters, opinion pieces, and proposals for the museum's president, vice presidents, and board of trustees around the history of immigration, health, housing, and other policy issues to provide relevant context for contemporary discussions of these issues;
- Take a lead role in coordinating and presenting the museum's message to potential funders, the press, and political and community leaders;
- Create presentations and special communications to major donors and prospects;
- Assist in creating development stewardship and acknowledgement materials;
- Coordinate with social media team to expand and grow development's social media communications;

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- Target specific philanthropic audiences with key messages in various media;
- Assist media relations staff with writing and editing development media alerts, news releases, feature releases, and other publicity materials concerning major grants, trustees, etc.;
- Lead public tours (all museum staff lead one tour per week during regular business hours); and
- Perform other duties as assigned.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Outstanding professional writing skills;
- Ability to communicate clearly and effectively with a wide range of constituents;
- Excellent interpersonal and collaboration skills;
- Ability to work independently and collegially;
- Ability to think critically and strategically;
- Flexibility and ability to work effectively under pressure; and
- Basic computer skills, including Microsoft Office.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Outreach Specialist                       |
| <b>Organization:</b> | Museen der Stadt Wien (Vienna Museum)     |
| <b>Location:</b>     | Vienna, Austria                           |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

Museen der Stadt Wien (Wien Museum/Vienna Museum) is a general-purpose metropolitan museum with a wide range of collections and exhibitions, from the history of the city to art, fashion, and modern culture. As it is primarily a history museum it covers the development from the earliest settlements to the present. Because of its general approach and interdisciplinary potential, it occupies a unique position among Vienna's museums. Besides the main building on Karlsplatz, the museum has sites focusing on different topics throughout the city. In addition, and taking Vienna as a general model, it explores the larger themes of social, cultural, and urban change in comparison with other cities.

The main purpose of the museum is to collect, study, exhibit, and preserve objects germane to the history and culture of Vienna. And although not primarily an art institution, the museum does have extensive holdings in art and design and deals and deals in great depth with the conditions in which they are created. The work of collecting is ongoing, with much of the current activity focused on the acquisition of artifacts from the 20<sup>th</sup> and 21<sup>st</sup> centuries. In addition, and central to the institution's mission in the field of public humanities, the museum hosts several exhibitions each year focusing on different aspects of the city's history and culture, welcoming more than 400,000 visitors each year in its different locations. For more information, visit [www.wienmuseum.at/en/](http://www.wienmuseum.at/en/).

## POSITION DESCRIPTION

The Outreach Specialist (OS) will be a full member of the Department of Marketing and Communication, working with the department's director to expand all aspects of community engagement. Those include, but are not limited to, outreach to ethnic and cultural organizations, voluntary associations, and the city's schools, all of which are crucial sites for the integration of Vienna's rapidly growing population. In particular, the OS will be tasked with enhancing collaboration between the Department of Marketing and Communication and the museum's six scholarly departments (Department of Archaeology and Pre-1500 History; Department of History and Urban Life, 1500-1918; Department of History and Urban Life since 1918; Department of Biographical Collections; Department of Art; Department of Urban Development and Topography). Serving as a liaison among these departments, the OS will pilot a program by which community engagement will be built into all curatorial endeavors from their first stages of development.

The OS will report to the head of the Department of Marketing and Communication and will work closely with the Director of the Wien Museum. S/he will also collaborate with museum colleagues in other areas of the institution, including the Education and Production Departments. By the end of the fellowship, the OS will thus have gained considerable familiarity with all aspects of museum administration in addition

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

to specific expertise in the realm of outreach and community engagement. Furthermore, s/he will have obtained valuable experience in the European non-profit sector, an alternative model that is widely discussed in the American context.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- A passion for cultural institutions, particularly museums;
- Strong written and verbal communications skills;
- Ability to work both independently and on teams;
- Experience with working on/facilitating collaborative projects;
- High level of motivation to work in a different cultural environment abroad;
- Demonstrated interest in Central European history and culture;
- Basic knowledge of German; and
- Prior work experience with cultural institutions (on campus or the larger non-profit sector) and experience in community engagement (preferably in the context of cultural organizations) are a plus.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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- Application deadline: March 17, 2015, 6 p.m. Eastern Daylight Time

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.



# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Education Specialist                      |
| <b>Organization:</b> | Museen der Stadt Wien (Vienna Museum)     |
| <b>Location:</b>     | Vienna, Austria                           |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | September 1, 2015                         |

## ORGANIZATION DESCRIPTION

Museen der Stadt Wien (Vienna Museum) is a general-purpose metropolitan museum with a wide range of collections and exhibitions, from the history of the city to art, fashion, and modern culture. As it is primarily a history museum it covers the development from the earliest settlements to the present. Because of its general approach and interdisciplinary potential, it occupies a unique position among Vienna's museums. Besides the main building on Karlsplatz, the museum has sites focusing on different topics throughout the city. In addition, and taking Vienna as a general model, it explores the larger themes of social, cultural, and urban change in comparison with other cities.

The main purpose of the museum is to collect, study, exhibit, and preserve objects germane to the history and culture of Vienna. And although not primarily an art institution, the museum does have extensive holdings in art and design and deals and deals in great depth with the conditions in which they are created. The work of collecting is ongoing, with much of the current activity focused on the acquisition of artifacts from the 20<sup>th</sup> and 21<sup>st</sup> centuries. In addition, and central to the institution's mission in the field of public humanities, the museum hosts several exhibitions each year focusing on different aspects of the city's history and culture, welcoming more than 400,000 visitors each year in its different locations. For more information, visit [www.wienmuseum.at/en/](http://www.wienmuseum.at/en/).

## POSITION DESCRIPTION

The Education Specialist (ES) will be a full member of the Department of Education and Visitor Services, working with the department's director to expand the museum's offerings in the realm of education. Those include, but are not limited to, outreach to students (from elementary to university), disadvantaged communities, and visitors to Vienna. In particular, the ES will be tasked with enhancing collaboration between the Department of Education and Visitor Services and the museum's six scholarly departments (Department of Archaeology and Pre-1500 History; Department of History and Urban Life, 1500-1918; Department of History and Urban Life since 1918; Department of Biographical Collections; Department of Art; Department of Urban Development and Topography). Serving as a liaison among these departments, the ES will pilot a program by which educational considerations will be built into all curatorial endeavors from their first stages of development.

The ES will report to the head of the Department of Education and Visitor Services and will work closely with the Director of the Wien Museum. S/he will also collaborate with museum colleagues in other areas of the institution, including the Production and Marketing Departments. By the end of the fellowship, the ES thus will have gained considerable familiarity with many aspects of museum administration in

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addition to specific expertise in the realm of museum education. Furthermore, s/he will have obtained valuable experience in the European non-profit sector, an alternative model that is widely discussed in the American context.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- A passion for cultural institutions, particularly museums;
- Strong written and verbal communications skills;
- Ability to work both independently and on teams;
- Experience with working on/facilitating collaborative projects;
- High level of motivation to work in a different cultural environment abroad;
- Demonstrated interest in Central European history and culture;
- Basic knowledge of German; and
- Prior work experience with cultural institutions (on campus or the larger non-profit sector) and experience in the educational realm (preferably in the context of cultural organizations) are a plus.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 17, 2015, 6 pm Eastern Daylight Time

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# PUBLIC FELLOWS PROGRAM

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Development Manager                       |
| <b>Organization:</b> | World Monuments Fund                      |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | July 13 or September 1, 2015              |

## ORGANIZATION DESCRIPTION

World Monuments Fund is the leading independent organization dedicated to saving the world's most treasured places. Since 1965, our experts have been racing against time in more than 90 countries, applying proven techniques to preserve important architectural and cultural heritage sites around the globe. Through partnerships with local communities, funders, and governments, we inspire an enduring commitment to stewardship for future generations. An increasing number of irreplaceable sites are at risk, making it ever more critical that we take action to preserve our shared heritage. For more information, please visit [www.wmf.org](http://www.wmf.org).

## POSITION DESCRIPTION

As part of its strategic plan, WMF is launching a development initiative that will look beyond traditional arts and preservation funders to seek new donors who would be interested to learn of the social impact of WMF's work around the world. The goal of this initiative is to create the framework for securing increased funding for WMF's activities in Southeast Asia and Africa, where WMF's heritage conservation work is inextricably linked to social issues such as poverty alleviation, literacy, workforce skills training, knowledge transfer, and other longer-term goals in these regions. In particular, WMF plans to focus on these themes in Cambodia, Ethiopia, Ghana, Myanmar, Tanzania, and Thailand, where WMF has a strong track record of project completion and local engagement.

The Development Manager will lead this effort, in close collaboration with the Executive Vice President and the Vice President for Development, by undertaking research to demonstrate the relevancy of WMF's work to those funding economic development programs in the developing world.

### Responsibilities:

- Conduct research into WMF's activities and impact in Southeast Asia and Africa to demonstrate the ways in which investment in heritage conservation meets many of the goals of regional and international development agencies;
- Conduct research to identify potential funders;
- Write position papers, briefing materials, and proposals to tell a richer story of WMF's global social impact;
- Collaborate closely with the VP for Development and the EVP to create a portfolio of materials for strategic fundraising for non-traditional preservation funders;
- Participate in the cultivation strategy for these new funding streams; and

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- Collaborate on preparing and presenting material to government agencies and other international bodies.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Superior oral and written communication skills;
- Strong research skills;
- Experience in developing and delivering public presentations;
- Ability and willingness to participate in events outside the workday schedule;
- Demonstrated interest in outreach and cultivation activities for a cultural organization;
- Strong interpersonal skills and comfort in working with donors;
- Demonstrated ability to handle multiple projects within tight deadlines;
- Maturity and self-confidence to work both independently and as part of a team; and
- Competency in MS Office Suite, Adobe Creative Suite, and willingness to learn development software such as Raisers Edge and Salesforce.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
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