ORGANIZATION DESCRIPTION

The Center for Jewish History ([www.cjh.org](http://www.cjh.org)) is a cultural institution, independent research facility and destination for the exploration of history and heritage that stands as a model of how libraries and learning institutions can best serve 21st-century publics. As an important venue for public programming, exhibitions, family history research and scholarship, the Center serves a diverse onsite community and a global online audience.

The Center was created as the umbrella organization of its five partner organizations: American Jewish Historical Society, American Sephardi Federation, Leo Baeck Institute, Yeshiva University Museum, and YIVO Institute for Jewish Research. Its establishment ensured the long-term preservation of the world’s most significant collection of contemporary Jewish history. Taken as a whole, the collections span more than 1,000 years of history and contain materials in 23 languages and 52 alphabet systems. The collections include more than 500,000 volumes, 100 million archival documents, and tens of thousands of textiles, ritual objects, recordings, films, photographs and works of art.

The Center for Jewish History’s Division of Academic & Public Programming produces exhibitions and programs that embody the principle that rather than being divided into two distinct realms, “academic” and “public,” programming should be integrated for the mutual fulfillment and enrichment of each. The division also administers the Center’s Fellowship Program.

POSITION DESCRIPTION

The Senior Manager for Academic & Public Programs will work the Director of Academic & Public Programming and alongside colleagues in fundraising, communications and collections management, as well as various staff members at each of the Center’s five partner organizations. He/she will be responsible for:

- providing leadership and support in conceptualizing, developing, and directing lectures, symposia, conferences, concerts, films and colloquia that bring major intellectual and cultural work, international in scope, to a broad audience; and
- coordinating the activities of the Center’s growing Fellowship Program that includes working with scholars-in-residence (senior and post-doc), graduate students, undergraduate students, artists-in-residence, and non-stipend visiting scholars.

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

- Ph.D. in the humanities or humanistic social sciences
- An interest in and knowledge of areas covered by the work of the Center
- Ability to be flexible and juggle different tasks simultaneously while prioritizing projects efficiently
- Strong organizational and management skills
- Excellent writing and interpersonal skills
- Meticulous attention to detail
- Experience in linking the ideas of scholarly research and academic pursuits with the presentation of such initiatives to the public highly desirable

Qualified applicants from all backgrounds are welcome.

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).
- Application deadline: March 27, 2013