



## PUBLIC FELLOWS PROGRAM

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| <b>Job Title:</b>    | Program Manager                               |
| <b>Organization:</b> | Humanities Action Lab                         |
| <b>Location:</b>     | Newark, NJ                                    |
| <b>Stipend:</b>      | \$67,500 with health insurance for the fellow |
| <b>Start Date:</b>   | September 1, 2017                             |

**ORGANIZATION DESCRIPTION**

The Humanities Action Lab (HAL) [www.humanitiesactionlab.org](http://www.humanitiesactionlab.org) is a national center for testing and evaluating how to activate public humanities—especially participatory history, memory, and story-sharing—to address urgent social issues. HAL is a coalition of universities, issue organizations, and public spaces in 20 cities that collaborate to produce community-curated national public humanities projects. Students and community stakeholders in each community collaborate to research and develop shared national exhibits, web projects, public programs, and other innovative strategies for humanities-based public engagement. Projects launch in the New York metropolitan area before traveling nationally and internationally to museums, public libraries, cultural centers, and other exhibit venues in each of the communities that helped create them. HAL's first project, *States of Incarceration (SOI)*, is a **traveling exhibit**, web platform, and series of public dialogues on the past, present, and future of mass incarceration. SOI grew out of the **Guantánamo Public Memory Project**, which traveled **22 cities** over three years, to institutions from the Minnesota History Center in St. Paul to the International Civil Rights Museum in Greensboro, North Carolina, to the Little Haiti Cultural Center in Miami, Florida.

**POSITION DESCRIPTION**

The Program Manager will work with HAL's network of partners around the country to create humanities-based public dialogues on pressing social issues. During the period of the fellowship, the fellow will support programs around the current States of Incarceration project and contribute to the development of the theme and intellectual framework for HAL's next project.

*States of Incarceration*

For States of Incarceration, the Program Manager will support the planning of public programs and other public engagement at each host venue; document these local programs and link them together through the project's national platform; and evaluate each local program and the SOI initiative as a whole.

Key duties and responsibilities:

- *Program Design/Management:* Work with local community partners to identify storytellers and scholars, refine local questions, confirm venues, schedule trainings, and manage other logistics.
- *Documentation:* Coordinate and oversee documentation efforts at each venue, including working with local videography and photography teams, collecting and preserving any promotional materials for programs, and serving as point person for Facebook Live and other social media.

- *Evaluation:* Work with venues in advance to plan for administration of surveys and other evaluation instruments, administer those instruments themselves where appropriate or necessary, collect all completed surveys and other data, and draw on data to prepare interim reports and to help inform and support programs at future venues.
- *Connecting local and national:* Serve as a representative of SOI at local public programming events, liaise with web designers to share all video and other documentation and feature edited versions on the SOI website, and manage connections with local social media networks to integrate local and national conversations.

The fellow will travel to each of the host communities for 4-5 days to support and document the public programs, and conduct visitor and participant evaluations.

### HAL's next project

The Program Manager will work closely with the Associate Director to support the development of the intellectual foundation and institutional partnerships for HAL's next project.

Key duties and responsibilities:

- Conduct individual interviews with current HAL partners to identify key themes and issues of concern.
- Research and recruit a 40-50 person working group of scholars, issue experts, and advocates as well as museums, cultural institutions, and other potential public venues.
- Work with digital and physical exhibit designers and support the development of a global design framework into which local teams will produce their "chapters" of the collective public humanities project.
- Develop the curricula and curatorial guidelines for each local team to create their piece of the public humanities project.
- Work with evaluation consultants and project partners to develop an evaluation plan.
- Launch the exhibit in NYC and organize a 3-day international launch program.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Demonstrated project management experience;
- Demonstrated experience leading and/or coordinating among diverse people;
- Comfort with editing in WordPress and other CMS; and
- Experience in one or more of the following fields is preferred: organizing events; photography, audio recording, or videography/video editing skills; graphic design and/or web design; familiarity with permissions and rights issues; designing or implementing evaluation.

## APPLICATIONS

- Information on the Mellon/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 22, 2017, 8 p.m. EDT

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