

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Global Programs Manager
Organization:	Consortium of Humanities Centers and Institutes
Location:	Madison, WI
Stipend and Benefits:	\$67,500 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Consortium of Humanities Centers and Institutes (CHCI) is a global network of humanities centers, institutes, research libraries, and related organizations, many of which are highly visible, powerful agents of growth, change, and advocacy on their campuses and within their communities. CHCI leverages the multiple perspectives of this international network to shape the future of the humanities, cultivating new forms of multilateral collaboration and generating innovative models for research, pedagogy, and public engagement. The current membership includes over 220 humanities centers, institutes, research libraries, and other bodies in 27 countries. As the organization has grown, it has benefitted enormously from the multiple perspectives on the state, history, and future of the humanities provided by center and institute directors from around the world. Learn more at www.chcinenetwork.org.

POSITION DESCRIPTION

CHCI is seeking a Global Programs Manager who will work closely with the President, Director of Programs, and Membership Manager to broaden and deepen the Consortium's global scope, in particular in Asia, Latin America, and Africa. The manager will help expand the international membership of the Consortium, support the implementation of new models of transnational collaboration (e.g. Global Humanities Institutes, African Humanities Workshops), and cultivate new and ongoing partnerships with regional humanities consortia across the globe.

The Global Programs Manager will be tasked with researching and monitoring current and emerging trends in the humanities, both within and beyond universities, and the global strategies of higher education institutions more generally. This base of knowledge will be essential as the manager works toward 1) fostering effective communication with CHCI's current and potential international membership to increase its involvement in the Consortium's programs and initiatives 2) delivering and executing actionable recommendations for expanding and diversifying CHCI's global membership, and 3) identifying, developing, and implementing new international partnerships. This work will draw upon and expand CHCI's portfolio of projects in multiple world regions, including the new Mellon-funded Global Humanities Institutes, the African Humanities Initiative, and the CHCI-Chiang Ching-kuo Foundation Summer Institutes in Chinese Studies and Global Humanities. It also will draw upon the insights of an increasingly international Advisory Board and ongoing exchanges with partners and potential partners in South America, Asia, Europe, and Africa.

CHCI is entering a new phase of international programming with emerging projects in Ethiopia, Chile, and Eastern Europe. CHCI also has new tools to showcase these projects, above all, **IDEAS**, a multimedia

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web platform, for which the manager will write, commission, and curate contributions (and translations) and work with members of the CHCI staff to develop a potential podcast series. As part of this work, the manager will accompany CHCI staff to the Consortium's Annual Meetings and semi-annual Board Meetings and also might travel internationally to attend other global CHCI events.

By the end of the fellowship, the Global Programs Manager will be prepared to pursue careers in international and global strategy departments at universities, media organizations, and international nonprofits. This position will enable the fellow to gain experience balancing regional and international program development, communication in diverse contexts, and the coordination of regional networks within the context of an international organization.

The Global Programs Manager will report to the Director of Programs.

Key duties and responsibilities:

- Develop, propose, and execute strategies to broaden CHCI's global scope, building upon recent meetings in Argentina and South Africa and planned projects for 2018-2020 in Ethiopia, Chile, Dakar, and Dublin, as well as emerging partnerships with humanities centers in East Asia;
- Work with partner institutions to help implement new CHCI global initiatives, including summer institutes and internationalizing the IDEAS platform;
- Build and manage strategic relationships and work closely with regional affiliates, including existing consortia in Europe and Asia;
- Monitor current and emerging trends in humanities-related initiatives around the globe;
- Prepare reports, correspondence, proposals; and
- Draft and commission blog posts and other communications for publication on the CHCI web platform IDEAS.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Superior communication skills, written and oral, and an ability to articulate a compelling message to a variety of audiences;
- Experience working in a multicultural environment, and cross-cultural competency. Foreign language proficiency a plus (Spanish or Chinese preferred);
- Strong attention to detail, accuracy, and thoroughness. Excellent organizational and process management skills;
- Demonstrated ability to work collaboratively and effectively with a wide range of stakeholders;
- Ability to take direction, assume increasingly independent responsibility, and provide appropriate follow-up on project-based work;
- Excellent critical thinking and strategic planning skills with the ability to set priorities;
- Creative thinking and resourcefulness, with a desire to develop innovative approaches to problems;
- Flexibility and willingness to pitch in on various projects outside the position description; and
- Ability to travel, domestically or internationally, at least twice a year.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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