CLARK ATLANTA UNIVERSITY
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Digital Humanities Program Manager/HBCU History &amp; Culture Access</th>
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<tr>
<td>Department:</td>
<td>Clark Atlanta University Art Museum</td>
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<td>Reports To:</td>
<td>Director CAUAM/ Associate Dean School of Arts &amp; Sciences</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):
The Digital Humanities Program Manager is a leadership role designed for an experienced professional that will provide seamless site-specific coordination and communication between the Smithsonian National Museum of African American History and Culture (NMAAHC), HBCU partners and subject matter experts. This includes active participation in digital humanities trainings, meetings, and workshops while serving as lead coordinator on all things related to the HBCU History and Culture Access Consortium (HCAC) project. This position will be housed within the Clark Atlanta University Art Museum on the campus of Clark Atlanta University Museum and will work with museum staff and digital humanities faculty advisors to complete the grant requirements. Primary duties will be focused on three major areas of responsibilities: project management, archival digitization, and development of metadata.

The HBCU History and Culture Access Consortium (HCAC) is a pilot initiative led by the NMAAHC Office of Strategic Partnerships (OSP) to create lasting benefits to HBCU museums and archives overall and begins this work with five (5) Historically Black Colleges and Universities (HBCU) member organizations that will engage in a series of activities that will help shape a community of practice for the broader HBCU museum and archive sector.

The 5-year HCAC pilot project features:
- Internships, fellowship programs and professional training for underrepresented groups to establish a pipeline of museum and archive specialists in the next generation.
- Digitization of HBCU collections and creating a digital archive in an easily accessible format for academic scholars and the general public.
- Development of a traveling exhibition drawing on the most compelling collections from the partner universities that will begin at NMAAHC and then travel to the consortium members and other venues around the country.

Duties and Responsibilities:
- Collaborate with the CAU Art Museum staff to survey the collections to select artifacts, images, and/or documents to be used in the testing model, based on an appraisal of each item’s historical significance and the ability to use existing finding aids, indices, transcripts, and databases to add records to the testing model.
• Participate in the testing of the digitization model; working in Omeka S and CSV data entry files, with pilot data representing artifacts, images, and/or documents from CAU Art Museum’s collections and the AUC Woodruff Library Archives.

• Examine artifacts, images, and/or documents from CAU Art Museum’s collections and identify events related to the desired project outcomes

• Categorize and describe relevant information regarding artifacts, images, and/or documents identified for use

• Perform additional research as necessary to establish context for events related to African American art history; consult outside sources and other archival documents as necessary to identify and describe related people and places.

• Create authority records in Omeka S for names and places related to selected archival collections; ingest data into Omeka S

• Work with partners at CAU and NMAAHC in the application of the HCAC model and development of protocols for ongoing evaluation; work collaboratively with CAU Art Museum staff to review the outcomes of pilot data work and provide feedback on the HCAC model in development

• Serve as a program manager to manage project progress, ensure that the project meets deadlines, lead planning sessions, and conduct periodic reviews to report on project progress; manage internal and external stakeholder relationships, optimize workflows and processes as needed

• Train and supervise fellows and student interns, and establishes their respective work plans

Knowledge, Skills and Abilities:

• Leadership experience in a research library, higher education institution, gallery, archive, museum, or technology organization
• Ability to work in and manage a highly collaborative and inclusive environment, one that values and leverages the benefits of diverse perspectives
• Proven success in collaboration with communities in pursuit of common goals and/or humanities projects
• Evidence of abilities in strategic planning and project implementation and execution
• Understanding of higher education and its attendant politics, culture, and current challenges
• Knowledge of existing and emergent standards and practices relating to archives, museums and other scholarly information resources and their Internet distribution; experience with digital library applications in research libraries, higher education institutions, galleries, archives, museums, or technology organizations
• Excellent communication and interpersonal skills: must be both assertive and sensitive in complex environments; must be able to explain, understand, and reconcile diverse institutional perspectives and needs
• Experience with building digital humanities projects
• Experience working collaboratively in teams

Required Documents
1. CV or Resume
2. Three references
3. One to Two-page personal statement, describing how the candidate will contribute to the university's mission and fulfillment of the HCAC project objectives

**Minimum Hiring Standards:**

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<th><strong>Education</strong></th>
<th>Master's Degree or Ph.D. in Museum Studies, Art History, Anthropology (or related field) preferred, minimum of B.A.</th>
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| **Years of Experience** | • Minimum of 5 years of related work experience, including 3 years of managerial experience, or equivalent combination of education and work experience.  
• Experience leading a team, project, program, or function is preferred.  
• Leadership experience in research library, art museum, higher education institution, gallery, or archive. |
| **Years of Management/Supervisor Experience** | 3 years of managerial experience or equivalent combination of education and work experience |

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