CLARK ATLANTA UNIVERSITY
Job Description

Position Title:	**Digital Humanities Program Manager - 2**
Department:	Clark Atlanta University Art Museum
Reports To:	Director, CAU Art Museum

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 2 is a leadership role designed to extend the previous project on digitizing the collection to the curation of digital assets, training of the students in 2D and 3D art objects, developing policies to protect the digital assets and continue to work within the community of practice developed through the National Museum of African American History and Culture HBCU History and Culture Consortium. 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 project. This position will be housed within the Clark Atlanta University Art Museum on the campus of Clark Atlanta University and will work with museum staff. Primary duties will be focused on three major areas of responsibilities: management of digital assets including development of metadata, training of students, and creation of innovative formats for access to the collection that provides appropriate security measures.

Examples of Duties and Responsibilities:

- Collaborate with the CAU Art Museum staff to survey the collections to select artifacts, images, and/or documents to be digitized based on an appraisal of each item's historical significance and updating existing finding aids, indices, transcripts, and databases.
- Examine artifacts, images, and/or documents from CAU Art Museum's collections and identify discrepancies.
- Categorize and describe relevant information regarding artifacts, images, and/or documents
- 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.
- Develop innovative ways to curate and provide access to the collection that increase audiences and protect the assets.
- Work collaboratively with CAU Art Museum staff to review the outcomes of data work and provide feedback
- Serve as a program manager to manage progress, ensure deadlines are met, lead planning sessions, and conduct periodic reviews to report on progress; manage internal and external stakeholder relationships, and optimize workflows and processes as needed.
- Train and supervise fellows and student interns, and establish their respective work plans
- Complete other duties as assigned.

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:

CV or Resume
Three references

Minimum Hiring Standards:

Education	Master's Degree or Ph.D. in Museum Studies, Art History, Anthropology (or related field) preferred, minimum B.A..
Years of Experience	• Minimum of 3 years of related work experience, including 1 years of managerial experience, or equivalent combination of education and work experience. • Experience leading a team, project, program, or function is preferred. • Experience in research library, art museum, higher education institution, gallery, or archive.
Years of Management/Supervisor Experience	1 year of managerial experience or equivalent combination of Experience education and work experience

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer