



**Job Title:** Community Director

**Employment Type:** Remote, Part-time Contractor

**Time Commitment:** 60 hours per month

**Hourly Rate:** \$80 per hour

**Reports to:** Director of Development

**Proposed Start Date:** 2/1/2022

**Overview:**

The Community Director works with all Curationist.org's program areas, the arts community, and Curationist.org's partners, towards building a truly equitable and diverse arts. Through establishing and maintaining positive relationships and partnerships with diverse communities, the community liaison helps to increase those communities' awareness of, engagement with, and success, in the Curationist.org's program areas. The Community Director will encourage connections between artists and organizations from diverse communities, and other artists, arts organizations and events.

**About Curationist:**

Curationist.org is an emergent free-knowledge ecosystem made for curating and sharing global art and cultural heritage. Our goal is to deepen cultural awareness by creating accessible and equitable content about art and cultural heritage.

Curationist is developing a free digital archive of art and cultural heritage images culled from leading institutions from around the world. We are a non-profit organization dedicated to producing educational content that responsibly and respectfully updates and challenges the historical record. All of the digital works on our site are open access, and in the public domain.

We aim to help people learn about cultural heritage in fun, engaging, and inclusive ways. We envision an open collaborative platform where people can situate themselves in an artistically and culturally diverse, dynamic, and expanding world.

## **What We're Looking For:**

We seek a collaborative and curious team member who is an art and cultural lover that can increase awareness of all Curationist.org's programs, connect artists and community partners, and identify barriers and mitigate said barriers. This team member will ensure the execution of cross-functional programs and initiatives necessary, to position Curationist.org as the primary free digital archive of art and cultural heritage images, and a conduit for individuals and community partners interested in creating accessible and equitable content.

This position requires the ability to work on multiple projects with a range of partners, collaborators, and stakeholders, simultaneously. The ideal candidate is an experienced communicator and community builder, excited by the prospects of the continued development and maturation of a diverse arts community.

We are dedicated to fostering a diverse and inclusive work environment. We are guided by our commitment to geographic diversity, anti-colonial, anti-racist, feminist, and queer practices in building our team, delivering content, and cultivating community. Transformation and innovation occur when varied ideas, perspectives, and backgrounds emerge as a collective voice.

## **Responsibilities:**

- Lead outreach to community members to share the organization's vision and activities
- Manage a team of two-to-eight part time/contract and volunteer staff
- Work with the Executive Director to build an advisory board to support the organization's annual goals
- Partner with the advisory board to increase community interaction with the organization's website and activities
- Work with the Director of Development to build awareness and community support for the organization's efforts and maximize engagement
- Serve as the point of contact for community partners
- Develop and foster relationships to interact with a local community on behalf of the organization
- Have a high-level understanding of the multi-faceted landscape of Curationist.org
- Engage in relevant online discussions related to Open Access and Open Educational Resources
- Generate reports to share insights with the organization based on outreach feedback and experiences
- Partner with the Director of Development, Marketing Manager and Social Media Manager to plan and implement marketing programs and special events to maximize engagement
- Manage community public relations
- Plan and execute community outreach events

## **Qualifications:**

- Significant experience in community outreach or development in the arts or GLAM (galleries, libraries, archives, and museums) sector

- Demonstrates excellence in organizational, managerial, and communication skills
- Possesses the skills to work with and motivate staff, advisory board members, and other volunteers
- Be a self-starter and goal driven, to initiate donor and fundraising calls
- Be organized and exhibit follow through on tasks and goals

**Where:**

This is remote work, via Zoom, Slack, Google Drive, etc., with weekly synchronous meetings and co-working sessions to be set by the team.

**Sounds Like a Good Fit?**

Send a cover letter and resume to [jobs@mhzfoundation.org](mailto:jobs@mhzfoundation.org)

Let us know about you, your applicable experience, relevant skills, how you connect with this job posting, and your interests in arts and culture.

Please put the position you are applying for in the subject line.