

Job Description: Community Memory Coordinator

Region: Southeastern Louisiana

Start Date: February 1, 2017

Contract: One year contract

About the Project

This position is part of the the *Our Story*, a **Historypin** partnership with the **Digital Public Library of America** and funded by the **John S. and James L. Knight Foundation**. This national pilot will partner with a dozen rural libraries in New Mexico, North Carolina and Louisiana to host lively events to gather and preserve community memory, provide technical training around digital collections, and to measure the impact of these events on local communities. You can read more [about the project here](#).

About the Role

The Community Memory Coordinators will work through a three-phase delivery of programs aimed to better understand the challenges of specific rural communities in running their own community memory projects, piloting a community memory product aimed to make these kinds of projects easier to conduct, and helping libraries to run these projects while improving the product and helping record community impact. This exciting position is a mix of user-centered service and product design as well as hands-on work with intergenerational and intercultural events in southeastern Louisiana, together with two of the most prominent digital library and community memory projects worldwide.

About Us

Launched in 2011, **Historypin** (historypin.org) is a global social enterprise that supports sharing and exploring local history in order to make meaningful personal connections that in turn strengthen local communities. To date, 75,000 people and 3,000 libraries, archives and museums have shared over 400,000 memories which are explored by people worldwide.

Partner in the project, **The Digital Public Library of America** (dp.la) strives to contain the full breadth of human expression, from the written word, to works of art and culture, to records of America's heritage, to the efforts and data of science. Since launching in April 2013, it has aggregated more than 14 million items from over 2,000 institutions. DPLA is a registered 501(c)(3) non-profit.

Salary and hours: \$30,000 - \$35,000 full-time based on 37.5 hrs per week. Driving is required, personal car use will be reimbursed based on mileage. 15 days vacation plus 8 public holidays. Health insurance stipend. Hours are Mon - Fri, though some evening / weekend work will be required.

With funding from:

Reports to: Historypin Strategic Partnerships Director, New Orleans-based. **Works with:** an international team of service designers, researchers, and community memory coordinators with Historypin and our parent non-profit, Shift; in addition to the Digital Public Library of America Director of Content.

Place of Work: Flexible. Much of the time will be at field sites, or at the Historypin office in New Orleans. Time required for driving will depend on the field sites we select.

Roles and Responsibilities

Coordination of Local Partners

- Identify and build partnerships with 4-6 small, rural public libraries in southeastern Louisiana and support them throughout the year
- Work with partners to run activities, ideally integrated into their existing services and commitments
- Collaborating to promote the project locally and offer opportunities to participate and volunteer to relevant audiences

Organization & Integration of Activities

- Consultation and co-design of project with library participants, partners and volunteers
- Direct delivery of a series of activities, within the institution and through partnership work and outreach
- Training and assisting local library partners to record and add relevant materials, stories, metadata and information from these activities to Historypin
- Marketing of project and promotion of opportunities for partners, volunteers, participants and visitors
- Integration of activities into existing services and programs, such as education, community, open collections, social media, exhibitions, facilities etc.

Coordination of Volunteers

- Using existing volunteer networks and building further relationships with individuals that can commit time and energy to local organization
- Training, supporting and coordinating volunteer activities

Gathering of Impact Data

- Train and assist library partners in collection of basic quantitative data covering attendance; participation rates; basic participant data (e.g. age, zip code)
- Collection of qualitative data, including feedback from participants, volunteers and partners; photography & video of activities
- Before, during and after surveying of participants, volunteers and partners
- Contribute to Historypin and project team meetings
- Establish and maintain effective communication with project team colleagues
- Deliver the project evaluation framework and contribute to project reports
- Any other appropriate project related duties requested by the Strategic Partnerships Director

Communication and Marketing

- Occasional blog postings, social media and other public advocacy work

Skills and Experience

Essential Skills/Experience:

- At least three years experience delivering heritage, cultural or community projects involving local people and organizations
- Work experience in rural communities, preferably in Louisiana
- Bachelor degree or relevant experience
- Working with a diverse range of individuals and groups in community settings
- Running small group sessions and delivering presentations and talks
- Working with volunteers, including recruitment, training and support
- Sufficient digital skills and experience to support and train others around Historypin tools
- Confident, self-motivated and able to prioritize tasks effectively

Desirable Skills/Experience:

- Experience of working on projects with a strong digital element including on-line workflow tools and software such as Trello, Basecamp and Google Drive
- Additional qualifications or training in community engagement, oral history or digital archiving
- Experience collecting impact data and contributing to evaluation reports
- Ties to relevant community organizations and groups based in or working in Louisiana
- Interviewing, storytelling or oral history experience
- Creative writing, audio, or video production experience

To apply please email a CV/resume and cover letter detailing your suitability for the role to jobs@historypin.org.

Application Deadline: 11:59pm CST January 11, 2017