



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: DIGITAL HUMANITIES SPECIALIST
DEPARTMENT: PROGRAMMING
REPORTS TO: DIRECTOR OF PROGRAMMING

POSITION SUMMARY:

Reporting to the Director of Programming, and serving as a vital member of the Programming Department, the Digital Humanities Specialist is responsible for realizing the potential of the African American Museum in Philadelphia's (AAMP) collections and exhibitions as learning resources for visitors and the wider virtual community. Responsibilities include engaging diverse audiences through the development, implementation and promotion of digital educational and interpretive content for the broader community of virtual visitors to the Museum's website, as well as in-person visitors who use personal devices to mediate their experiences.

Other responsibilities include, but are not limited to: designing and implementing innovative virtual arts integration and civic education programs; planning virtual lectures and symposia; designing in-gallery digital interface points for furthering in-person visitor engagement; developing virtual group tours, lesson plans, and other innovative resources for learning; and leading online professional development training for K-12 teachers.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Facilitates and develops virtual educational and interpretive programs for diverse online audiences utilizing Museum exhibitions, collections and digital resources to augment standard teaching methods.
- Selects, assembles and coordinate distribution of materials to be used in virtual workshops and classes, such as digital collections items, or presentation tools, and arranges use of digital resources or other teaching aids.
- Evaluates success of virtual workshops and classes and recommends retaining, revising, or dropping them in future. Uses qualitative and quantitative methods to measure the impact and assess the efficacy of the program.
- Engages Museum visitors using informal educational approaches, including pre-designed and impromptu activities; delivers content through guided discovery stations in the Museum during operational hours.
- Work with other members of the Programming and Curatorial teams to develop standards and targets for virtual and digitally mediated experiences.
- Occasionally develop and provide professional development lesson for teachers.
- Collaborate with marketing team to publicize the Museum's virtual and device mediated resources via website, social media, etc.
- Perform other duties as needed and as assigned



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QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

Education/Experience Required:

- Bachelor's Degree required. Master's degree preferred. A degree in digital humanities, instructional design and technology, museum studies, American history, African American studies, art history or related preferred
- A minimum of two years' experience developing digital humanities content for learning or related work
- A minimum of two years' experience with museum interpretive and educational resource development and management
- Must possess current Child Abuse and Criminal Background clearances. If not current must acquire prior to the start of term
- Knowledge and understanding of African American history, culture and art
- Ability to research, understand and interpret history and art in an engaging fashion

Skills & Abilities Required:

- Must have a passion for the African American art, history and culture, and teaching
- Strong interest or relevant experience in museums, digital programming, multimedia projects, and/or artist programming
- Experience or interest in accessibility programming, including audio descriptions, alt-text, etc.
- Administrative experience, preferably with a non-profit organization
- Proven organizational skills with strong attention to details and the ability to follow-up and meet tight deadlines
- Experience organizing events, meetings, and/or trainings, particularly those with virtual attendance
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with technology including using MS Office, Zoom, Google Docs, YouTube, Facebook, and other online platforms
- Commitment to working with a diverse and inclusive community
- Basic web-editing skills is a plus, but not required (HTML, drupal, WordPress)
- Ability to manage multiple tasks and projects concurrently while working collaboratively as part of a team
- Possesses flexibility and adaptability to changing priorities
- Strong Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook, Publisher, etc.) and database skills

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must be able to remain in a stationary position for extended periods operating a computer and other standard office devices such as a calculator, telephone, and copy machine. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends.

Expected hours: 37.5 per week

Please send your resume, references and cover letter to hr@aampmuseum.org