

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Digital Engagement Manager
Organization:	Chemical Heritage Foundation (as of February 1, 2018, the institution will be known as Science History Institute)
Location:	Philadelphia, PA
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Chemical Heritage Foundation is a dynamic, humanities-based institution that is committed to fostering broad discussion on the place of science in society through historical collections, research, and innovative programming. CHF's Philadelphia offices include a world-class research library and museum. Our flagship media suite, *Distillations*, includes a print and digital magazine, blog, and podcast that connect thousands of individuals across the world to CHF's work. With a growing physical presence in California and in Europe, coupled with an expanding digital infrastructure to support our collections and outreach, CHF is positioning itself to become a key leader and resource for connecting the history of science to present and future innovations.

The Digital Engagement Manager will operate out of the Institute for Research, which serves as the intellectual hub for the institution, connecting our collections-based and outreach departments. The manager will play a central role in experimenting with new methods and modes of conducting and communicating the institution's work through digital experiences. A recent collaboration with the museum and *Distillations* media teams, for instance, produced new video podcasts featuring our research, digital exhibitions, and digital interfaces for interacting with our museum objects. Learn more at www.chemheritage.org.

POSITION DESCRIPTION

Digital products, projects, and initiatives have become core aspects of programming and work across CHF in recent years. The institution currently has ongoing or emerging digital work in its library, museum, research, and public programming departments covering everything from collections digitization infrastructure to digital exhibitions and games. This broad range includes the **REACH Ambler** project that uses a digital platform to connect interviews, archival material, and research content; a digital walking tour accompanying the physical exhibit, *Things Fall Apart*; and a rapidly growing and robustly interactive **digital collection**. These activities have become central to much of the institution's new strategic plan.

The Digital Engagement Manager will play a key role in evaluating the current status of ongoing work and in building the foundation for a more coordinated development of those resources—both infrastructure and products—that can allow all of the institution's departments and initiatives to fully realize their role in our digital space. The Digital Engagement Manager will develop methods for designing, evaluating, and analyzing digital initiatives and build on those results to create work plans and

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You may **not** contact the host institution to inquire about this position.

workflows that allow for more efficient coordination and communication across the programmatic areas of the institution. The manager will report to the Director of CHF's Institute for Research, and will have regular contact with the directors of all of CHF's programmatic departments including the Director of Digital Library Initiatives, the Directors of the Center for Applied History and Center for Oral History, the Director of the Museum, the Digital Projects Manager, the *Distillations* team, and the Manager of Public Programming.

Key duties and responsibilities:

- Develop an institution-wide map of recent, ongoing, and planned digital content development and management;
- Assemble and lead a digital coordination team from across the institution to perform evaluative and planning activities;
- Collaborate with programmatic staff across the institution to understand and develop best practices for developing and managing digital engagement opportunities;
- Identify emerging opportunities and coordinate with the CHF senior staff to develop a strategic and coordinated digital work plan for the institution;
- Create new budget structures with the CHF senior staff and finance team to enable and support cross-departmental digital activities;
- Strategize with CHF senior staff and development team on opportunities to support and further develop digital engagement activities; and
- Develop an institutional plan for ongoing coordination of digital engagement.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Enthusiasm for learning new skills and ability to troubleshoot technologies;
- General knowledge of common content management systems or willingness to learn;
- Experience managing projects including the ability to design, implement, and oversee projects;
- Ability to effectively engage and involve others' interests;
- Ability to build and manage teams towards a shared set of goals;
- Ability to work independently; and
- Experiencing working on research or evaluation projects.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time