

Mellon/ACLS
PUBLIC FELLOWS PROGRAM



Job Title:	Communications Manager
Organization:	ONE Archives Foundation
Location:	Los Angeles, CA
Start Date:	August 3, 2020

ORGANIZATION DESCRIPTION

Founded in 1952, the ONE Archives Foundation is the oldest active LGBTQ organization in the United States, and supports access to over three million archival items at the ONE National Gay & Lesbian Archives at the University of Southern California Libraries documenting LGBTQ history and culture in Southern California and across the globe, including artworks, periodicals, books, film, video and audio recordings, photographs, organizational records, and personal papers.

To further its mission, ONE Archives Foundation provides a range of cultural and education programs, community outreach, and exhibitions on LGBTQ culture at the ONE Gallery in West Hollywood, the ONE Archives at the USC Libraries, and at locations throughout Southern California. ONE Archives Foundation also provides programs for students, educators, and the public, which support inclusive and safe learning environments, advance college readiness, and provide gateways to learn about the LGBTQ communities' full contributions to society. Learn more at <https://www.onearchives.org/>

POSITION DESCRIPTION

Reporting to the Director of Content Strategy, the Communications Manager will help ONE Archives Foundation (OAF) improve the visibility and public outreach of OAF's programming, and implement digital communications and content strategy. The Communications Manager will coordinate public humanities products related to LGBTQ history, including online collections, interactive timelines, videos, podcasts, reports, website, and infographics. The Communications Manager will create, plan the release of, and publish multimedia humanities content through the OAF's website, social media, and email lists to reach key constituents and audiences of OAF. The Communications Manager will also plan and implement public events including panel discussions, public programs, and workshops to engage with various constituents on key issues and themes related to LGBTQ culture and community.

The Communications Manager will collaborate with the OAF's staff in the Education and Development departments and work closely with the Exhibition and Gallery Administrator. The Communications Manager will have an opportunity to assume leadership over projects based on their own interest. Examples include: researching and curating content related to a theme within LGBTQ history and culture; producing online collections, interactive timelines, or podcast episodes related to a historical or cultural theme; video/audio editing; grant-writing; facilitating online discussions (e.g. Twitter townhall, etc). The Communications Manager will gain professional experience and knowledge in public humanities, digital storytelling and curation, web-based exhibitions, nonprofit messaging, marketing, fundraising, project planning and management, and key topics related to LGBTQ movements and culture.

Key duties and responsibilities:

- Design, create, and manage public humanities, digital storytelling, communications, and fundraising campaigns to engage and expand audiences, educate the public on LGBTQ history, and promote OAF's programming, activities, and events.
- Curate, develop, and maintain OAF's website content (using Wordpress) and social media channels. Content management spans from idea generation through final posting, including researching, preparing and editing copy, ensuring quality control of all elements and pages, and proactively recommending and implementing improvements.
- Develop publicly accessible content that features the works of research fellows who have worked with the collection at the ONE Archives at the USC Libraries and artists who have exhibited at the ONE Gallery.
- Oversee social media channel interactions and design; develop and expand community and digital outreach efforts to cultivate and expand audiences and supporters/donors.
- Analyze digital and social media campaigns and translate data into recommendations and plans to assure continued impact and success of OAF's digital media and content strategy.
- Identify and develop relationships with potential media partners. Plan and implement online advocacy and cross-promotions with partners and collaborators.
- Monitor benchmarks and best practices for measuring the impact of digital media, storytelling and exhibition projects; and analyze, review, and report on the effectiveness of content projects.

QUALIFICATIONS

Required

- Excellent oral and written communications skills
- Experience working in content development, digital storytelling and/or media production
- Interest in and experience with public humanities
- Ability to work well independently, as well as on a team
- An understanding of issues facing the LGBTQ community
- Ability to solve problems and prioritize in an environment with competing demands and within resource constraints
- Intellectual curiosity, creativity, and a strong desire and capacity to work in a diverse, challenging, and multi-stakeholder environment
- Fluency in social media tools (such as Hootsuite) and practices

Preferred

- Experience working in or with nonprofit communications

STIPEND AND BENEFITS

Each 2020 Mellon/ACLS Public Fellow receives an annual stipend of \$70,000, as well as access to employer-based health insurance through the host organization. In addition, ACLS provides funds for relocation and professional development. Fellows receive professional mentoring and participate in career development programming, both in-person and virtually.

APPLICATIONS

- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 18, 2020, 9 p.m. Eastern Daylight Time

Visit <http://www.acls.org/programs/publicfellowscomp> to learn more about the Mellon/ACLS Public Fellows program. This position is *only* available through this program; please do *not* contact the host organization directly.