

Western Pennsylvania Disability History and Action Consortium

Job Description Mellon Foundation Preservation Scholar

Details of Position:

- **Classification:** Independent contractor
- **Location:** Remote with possible regional travel (up to 5%)
- **Time Frame:** This named position will be hired for a two-year contract period, from April 2024 through March 2026, with contract being renewed afterwards as funding permits.
- **Time Commitment:** 20 hours per month
- **Hourly rate:** \$30 per hour
- **Reports to:** Outreach & Preservation Coordinator

Job Responsibilities:

The Mellon Foundation Preservation Scholar will work closely with the Outreach & Preservation Coordinator to identify, document, coordinate, and share the history of people with disabilities in Western Pennsylvania. Key to this role is locating new resources previously unavailable to The Consortium and providing support for collection, preservation, maintenance, and communications for those resources.

- **Archive Care**
 - Maintain the database of existing Western Pennsylvania disability history collections, media, and potential sources of Western Pennsylvania disability history.
 - Contribute content for The Consortium's website to ensure that all new collections are incorporated appropriately.
 - Help to create and execute a plan for archiving historic materials collected by The Consortium and creating access to the materials via The Consortium's website.
 - Assist with the coordination of donation of physical artifacts to Heinz History Center as permanent repository.
 - Research and keep up-to-date on preservation standards and practices, technology and techniques.
 - Assist in ensuring that The Consortium follows historic preservation standards, principles and policies.
- **Community Outreach**
 - Answer donation and preservation inquiries, as assigned.
 - Assist in identifying, cataloging, and sharing key stories of significant value and interest.

- Help advance The Consortium's educational programming, in conjunction with other staff members, by assisting with the development and implementation of initiatives, programming and other activities that build an informed and engaged audience for disability history and advocacy.
- Assist in developing electronic and print material about disability history-related issues.
- **Development/Fundraising:**
 - Compile statistics and write copy for grant-related reporting as assigned.

Qualifications:

- Bachelor's degree in history, archival studies, or a related field
- Three to five years of experience with history research, oral history, public history, and scholarly writing
- Excellent written and verbal communication skills
- Ability to work collaboratively as well as independently, multi-task, establish priorities, and meet deadlines
- Emotional intelligence and experience interacting with people with disabilities and their families
- Ability to maintain discretion and confidentiality
- Personal qualities of integrity, credibility and dedication
- Ability to exercise good judgment with a strong attention to detail
- Strong interpersonal skills with internal and external contacts
- Experience working with community archives is a plus
- Experience with disability history is a plus

Technology Skills Required:

- Email / calendar productivity software
- Google Suite - Docs, Sheets, and Drive
- Relational database experience. Little Green Light experience is a plus.
- WordPress content management system experience is a plus
- Familiarity with social media platforms, such as Facebook, Instagram, and YouTube, is a plus