

Project Assistant
Chronicling Resistance, Enabling Resistance
Philadelphia Area Consortium of Special Collections Libraries (PACSCL)

The Philadelphia Area Consortium of Special Collections Libraries (PACSCL) seeks a project assistant for “Chronicling Resistance, Enabling Resistance: Libraries and Archives Expose Historical Documents and Encourage Communities to Make their Stories Heard.” This project will create a dialog between the collections of the 38 member libraries of PACSCL, and communities of activism, teachers and students (particularly K-12), and journalists. The project explores questions including: What are compelling ways to create connections among our audiences and the region’s rich heritage in ways that are meaningful to those audiences? How can we give voice to resistance—historical and current—in ways that our institutions historically have not? What are the best ways to expand the stories told about resistance?

Reporting to the project director, the project assistant will coordinate events for the project, including liaising with consultants and other attendees, conduct outreach and coordination with event host sites, schedule project meetings and manage schedules, and oversee the project budget. The project assistant will work closely with the project director and the PACSCL volunteer advisory board.

PACSCL is an inherently collaborative organization, and PACSCL member staff are committed to investing significant time in this project. The project assistant will need to listen closely to a multiplicity of voices.

This is a 11-month position running from mid-August 2018 to June 2019. The stipend is \$2,800 for about 180 hours of work. The project assistant will work from home, and scheduling is flexible. There will be some required evening/weekend hours in order to be present at events, and the project assistant will be required to attend a variety of planning meetings.

Required qualifications:

- Experience with event planning
- Experience with budgets and finances
- Excellent written and oral communication skills

Preferred qualifications:

- Experience with Philadelphia cultural heritage organizations

Applicants should send a letter of interest and resume/CV to resistance@pacsc.org by July 30.

PACSCL encourages applications from those with diverse backgrounds and experiences.

See <http://pacsc.org/ChroniclingResistance> for more information.