

DETROIT HISTORICAL SOCIETY



Job Title: WC Research and Project Coordinator

Department: Curatorial and Exhibitions

Reports to: Director of Collections and Curatorial

Annual Salary Range: \$40,000-\$50,000 (depending on qualifications)

Start Date: May 2024

End Date: Spring 2026

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Ft Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over 60 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

The Detroit Historical Society is pleased to offer a full-time, limited term opportunity with its Curatorial and Exhibition Departments. The candidate will be leading an effort to research information that will be used to create an historical database about Wayne County, Michigan. The research will also be used in the creation of several rotating exhibitions featuring each city/township in the county that will be displayed at the Guardian Building beginning fall 2024. The WC Research and Project Coordinator will lead this research effort while the exhibitions will be realized by broader museum staff with the coordinator's writing and input.

Day to day work will include researching and compiling data on the 43 individual communities in Wayne County for inclusion in the database, but also researching and contacting Historical organizations in each community to solicit input and artifacts in the creation of the exhibitions. The Project Coordinator will work closely with the Director of Collections and Curatorial as well as the Society's Chief Exhibitions and Enrichment Officer.

This 35-hour work week appointment will last 2 years.

Major Responsibilities

- Daily research in primary and secondary sources.
- Serve as point of contact between historical organizations in each of the 43 individual Wayne County communities and DHS, coordinating all potential artifact loans for exhibition purposes and day to day communication in building each database entry.
- Work with Exhibition team on template for rotating exhibitions-copy and images.
- Create web pages within DHS "Encyclopedia of Detroit" framework.
- Conduct research to assist in identifying unknown objects.
- Conduct oral histories as needed with individuals from Wayne County.
- Assist with other curatorial and research projects as needed.

Required Qualifications

- Demonstrated ability to conduct scholarly research in archives, libraries etc.
- Demonstrated ability to translate research into writing.
- Strong organizational and project management skills with strong attention to detail.
- Ability to work on a tight schedule and meet deadlines.
- Result-oriented self-starter who can work independently, if necessary, but also possess the ability to collaborate.
- Strong communication skills both internal and external.
- Basic knowledge of Southeastern Michigan history desired.

Education and Experience

- Previous experience working with or volunteering in museum collections preferred.
- Four-year bachelor's degree majoring in history or related field.
- Advanced research skills.
- Advanced writing skills.
- Intermediate computer skills. All components of Microsoft Office Suite 365.

Compensation and Benefits

DHS offers a comprehensive benefit plan that includes employer-paid short and long-term disability coverages; and medical, dental and other benefits coverages with employee premium sharing.

- Paid Time Off (PTO) policy of 20 days per fiscal year, plus one (1) paid personal floating day.
- Annual salary range for this position depends on qualifications and experience.
- Paid holidays.
- Paid Parental Leave - After 12 months of qualifying service in coordination with FMLA.

Please note the Annual Salary Range prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

Candidates must have reliable transportation and/or possess a valid driver's license and be willing to undergo a criminal background check and provide references (as needed/requested).

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.