

**Cleveland Restoration Society
Cultural Heritage Specialist
Job Description**

The **Cleveland Restoration Society** is a non-profit, 501(c)(3) membership organization dedicated to the preservation of greater Cleveland's historic resources. The Society advocates for the preservation of historic landmarks in greater Cleveland; promotes awareness of historic resources through special projects like Cleveland's Civil Rights Trail; sponsors events for its members; operates a Sacred Landmarks Assistance Program to aid the caretakers of religious landmarks with repair and maintenance issues; and operates the Heritage Home Program, a unique homeowner assistance program, in 40 cities and villages in Cuyahoga, Geauga and Lorain Counties.

The **Cultural Heritage Specialist** has the opportunity to join a non-profit on a full time basis (40 hours per week) and assist with implementation of many of the important activities of the Cleveland Restoration Society and its Preservation Services Team. Current projects of the Cleveland Restoration Society focus on African American heritage. In the future, projects are likely to expand to include other immigrant and underrepresented groups.

Hours per week: 40 (9 a.m.-5 p.m., as well as some evenings and weekends)

Annual salary: \$47,500

Benefits: Medical, 5 personal days, 10 vacation days, \$1,000 stipend for professional development

Hybrid Work Arrangement: After an initial in-office training period, the Cultural Heritage Specialist will work from the office two – three days a week and may work from home the remainder of the time. There may be times when the Cultural Heritage Specialist would be required to work from the office more than two days a week because of a special project or event.

Responsibilities include:

The Cultural Heritage Specialist will help preserve and valorize historic sites in Cleveland that played an important role in the struggle for African American civil rights. Together with the Director of Preservation Services & Publications and other key CRS staff, the Specialist will help coordinate and implement the **Cleveland Civil Rights Trail** project. www.clevelandcivilrightstrail.org

- Participating in meetings with the Community Engagement Committee.
- Working with scholars to finalize marker text and applications to the Ohio Historic Marker Program.
- Coordinating with Ohio History Connection and the foundry for final approval, payment, and production of the markers.
- Coordinating with City Public Works for marker shipping, storage and installation.
- Planning unveiling events with the Events Coordinator and Media Relations & Community Partnerships Specialist.
- Completing installation of QR Codes on markers.

- Researching and curating content for the Cleveland Civil Rights Trail website.
- Maintaining the Cleveland Civil Rights Trail website, including uploading content and creating new webpages in WordPress using pre-designed templates.
- Coordinating and conducting oral history interviews with elders from the community and editing them for upload to the website, social media, and our partners' archives.
- Assisting with grant applications, reporting and hourly tracking.
- Developing educational curriculum for teachers and educational institutions to utilize.
- Working with local tourist groups like Destination Cleveland to develop tourist programs.
- Developing a book about the sites along the Trail.

The goal of Cleveland Restoration Society's initiative, the **Preservation of Cleveland's historic Black Church**, is to spotlight the historic and cultural significance of these sacred landmarks while preserving their physical space. The Cultural Heritage Specialist will help build the story of Cleveland's Black Churches through research, writing and production of media presentations.

- Writing the history of the Black church in Cleveland for various projects.
- Conducting oral histories with pastors and community elders.
- Working with community partners to tell the story of Cleveland churches.
- Assisting the Preservation Services team as needed with survey, documentation, and historic designation for Black churches.
- Creating new educational programs and events related to the Preservation of Cleveland's historic Black churches.
- Assisting with grant applications, reporting and hourly tracking

The Cultural Heritage Specialist will be expected to participate in Cleveland Restoration Society events and community engagement activities along with additional duties related to projects of the Preservation Services Team.

The selection process will be highly competitive. The successful candidate will have a minimum of a Bachelor's degree in a humanities subject or related discipline and a demonstrated interest in African American history and/or historic preservation. Candidates with a graduate or post graduate degree (completed or in progress) in African American history and heritage are encouraged to apply.

Excellent critical thinking and writing skills, as well as sufficient computer competency to carry out assigned work, are essential. The Cultural Heritage Specialist is expected to be proficient at using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and should feel comfortable working with and learning how to use various types of equipment and technology, including: WordPress, Zoom, audiovisual equipment, and audio/video editing software. Training will be provided for tasks such as creating webpages in WordPress and conducting oral histories both in person and by Zoom. The Specialist will receive additional opportunities for professional development throughout the year.

To be considered for the Cultural Heritage Specialist, please submit the following materials, combined into one PDF document, to mlann@clevelandrestoration.org by 5:00 p.m. EST on Friday March 24, 2023:

- 1) Cover letter (no more than 1 page) that demonstrates the candidate's interest in the job opportunity
- 2) Resume or Curriculum Vitae
- 3) Writing sample of 6-10 pages (college papers are acceptable)
- 4) College and (if applicable) graduate school transcripts (unofficial transcripts are acceptable)
- 5) Two references (please include full contact information and their relationship to you)

Incomplete applications will automatically be removed from consideration.

The Cleveland Restoration Society is an equal opportunity employer, hiring without discrimination due to race, color, religion, sex, age, sexual orientation, marital status, national origin, disability or any other protected characteristic established by law. CRS is deeply committed to diversity, equity, and inclusion and seeks a highly diverse pool from which to select the strongest candidate for this position.