**US/ICOMOS Monument Removal, Relocation and Reinterpretation Toolkit**

**Program Director**

Salary: $75,000/year

Location: Washington, D.C. or Remote

**Description**

US/ICOMOS seeks a full-time (40 hours/week) Program Director for a two-year appointment to manage our [Monuments Removal, Relocation, and Reinterpretation Toolkit Project. The Program Director](https://usicomos.org/us-icomos-receives-1-million-grant-from-the-andrew-w-mellon-foundation-to-develop-monuments-toolkit/) will be responsible for collaborating with the US/ICOMOS Monuments Team to oversee all aspects of the US/ICOMOS Monuments Project.

**Responsibilities**

*Monuments Project*

* Oversee all aspects of the Monuments Project including collaborating with the Monuments Team and Board of Trustees, supervising staff in the development of the website and app, approving printed content, orienting overall project direction, and representing the project in media and public capacities.
* Design research methodology for the development of case studies that examine controversial monuments in the United States and internationally
* Cultivate relationships with partners and allies who are leading discussions on the controversial monuments, especially those associated with historically minoritized communities.

*Administrative and Financial*

* Hire and supervise all staff hired to work on the Monuments Project, this includes two full-time program assistants, three part-time program assistants, and a graduate assistant.
* Work with Development Coordinator (grant manager) to track expenditures, oversee the operating budget for the project, and ensure on-time reporting and grant compliance.

**Qualifications**

* Knowledge and interest in diversifying and decolonizing heritage practice. Ideal candidate will have demonstrated work or participation in these fields.
* Demonstrated experience working with marginalized communities.
* Excellent oral and written communication skills, please list any related publications on your resume (including academic journals articles and op-eds).
* Experience or knowledge of grant reporting and compliance
* At least three to five years of professional experience in project management, with at least two years experience in team supervision
* Bachelor’s degree in Anthropology, Historic Preservation, Heritage Studies, or a related field is required. Master’s in the above fields is preferred.
* Experience working with the National Park Service and/or connections to the National Park Service is a plus

*Please note: Any of the educational and professional qualifications can be substituted for other professional or personal experiences, especially experience in community organizing and public advocacy (non-legal).*

**Benefits**

Position includes an annual health insurance stipend of $8,000 paid quarterly ($2,000 quarterly payment) with proof of enrollment in a qualifying health plan, 10 paid holidays, and three weeks paid vacation time/year. The position will also be provided with a work phone, laptop, and monthly wifi stipend. Remote work is available 2-3 days/week.

This position is a salaried position expected to work 40 hours per week including occasional evenings and weekends for travel and meetings. Evening and weekend hours are adjusted for time off during regular working hours. Travel is required.

This is a temporary position supported by grant funding with a two-year maximum appointment and an opportunity for an increase in salary between the first and second years of employment.

**Diversity/Inclusion Hiring Statement:**

US/ICOMOS is committed to inclusive hiring practices and building an environment that welcomes and celebrates diversity. Members of our hiring team have all completed diversity training and we are committed to promoting a safe, welcoming, and productive hiring practice and working environment.

**To Apply:**

Interested applicants should submit a resume, cover letter, and references (references from former colleagues or subordinates are a plus) monumentstoolkit@usicomos.org by October 22nd.