



Apply Now: Northside Digital Commons Project Manager

About the Project:

The Northside Digital Commons (NDC) is a community archiving initiative based at the Marian Cheek Jackson Center that works to honor, renew, and build community in the historically Black neighborhoods of Northside and Pine Knolls in Chapel Hill, N.C. As economic displacement and generational discontinuity continue to take a toll on neighborhoods across the nation, the NDC is striving to provide a virtual space to replenish the loss of shared public place, where community members can not only document and preserve their histories but also actively participate in making it.

The Marian Cheek Jackson Center was built around the stories shared by local residents of Northside and the charge carried by the responsibility of deep and active listening. It has been and continues to be at the center of our work as we've expanded partnerships to develop an affordable housing initiative, k-12 curricula development grounded in local and oral history, and events that bring together the community in support, strength, and celebration. Through the NDC, these oral histories will be even more in the fore.

Position Description

Through a development methodology consistent with the goals of community self-determination and sustainability, the Northside Digital Commons Project Manager will work to activate the Marian Cheek Jackson Center Oral History Trust and transform the current digital repository into a dynamic space that invites participation and growth. The project is centered around an iterative feedback loop, through which project team members are building and refining a website that reflects the vision the community has for how they are to be represented. This work includes facilitating conversations with the Community Review Board and other stakeholders around design, content, and workflow; working closely with a team of staff and volunteers to maintain the oral history trust and accession new materials and projects, and coordinating with the Community Mentor Team and Education Director to develop lesson plans and curricula based on the materials generated.

Responsibilities

- Maintain the Oral History Trust and coordinate efforts to develop supplementary materials to enrich the digital archive
- Foster communication between Community Review Board, project team, and stakeholders
- Build and strengthen relationships with Oral History Interviewers and facilitate processes for reaching out to potential narrators, trainings for using equipment, and grounding in methodology
- Assist in co-design process and implementing site transition
- Co-coordinate the development of a community-based material collections exhibit
- Coordinate and strengthen partnerships, develop publicity and outreach strategy
- Lead team of staff and volunteers in the shaping and execution of this work
- Oversee grant reporting; write, compile, and maintain documents related to the project

Qualifications

- Commitment to social justice and racial equity work, with a demonstrated capacity to connect with individuals across race, ethnicity, culture, religion, gender, sexual orientation, and ability.
- Experience with project management and listening to, supervising, and collaborating with teams
- Detail-oriented and have experience with data or archival management
- Self-motivated, open-minded, flexible, and responsive to new work ideas and methods
- Familiarity with 20th Century Black history and Southern cultures

This is a part-time, temporary position running from June 2019 to February 2020 with the possibility of extension.

To apply, please submit your resume, 2 references, and a 1-page response telling us about what drew you to the position and how you feel your experiences will inform your work in this capacity to contact@jacksoncenter.info with NDC Project Manager in the subject line. We will begin reviewing applications **April 25** and will accept applications until the position is filled.