

October 20, 2014

THE FOUNDATION  
OF THE AMERICAN  
INSTITUTE FOR  
CONSERVATION  
OF HISTORIC AND  
ARTISTIC WORKS



## **Online Community Coordinator Sought**

The Foundation of the American Institute for Conservation of Historic and Artistic Works (FAIC) seeks a part-time contract Coordinator for “Connecting to Collections Care,” an online community for information and training on caring for collections. In addition to monitoring and guiding online discussions and posting appropriate links and documents, the Coordinator will oversee production and archiving of webinars. See position description for full details.

The community, currently active at [www.connectingtocollections.org](http://www.connectingtocollections.org), has over 5,700 registered participants, 50 recorded webinars, and has issued over 700 digital badges for course completion.

This is a contract, fee-based position, with no benefits, renewable annually. The time required is estimated at 20 hours per week in the first year, with a total compensation not to exceed \$20,800. An estimated 15 hours per week are estimated in subsequent years, with compensation not to exceed \$15,600 in year two.

The Coordinator will work from home or own office. Telephone, email, and internet connections required. The Coordinator will report to the FAIC Institutional Advancement Director. A volunteer advisory group will help provide content support.

Review of applications will begin November 1, 2014, with a start date of December 1 desired. Applications will be considered until the position is filled.

To apply, please send resume or c.v. and a cover letter to:

Eric Pourchot  
Institutional Advancement Director  
Foundation of the American Institute for Conservation  
1156 15<sup>th</sup> St, Suite 320  
Washington, DC 20005

Electronic submissions are preferred, and should be sent to:  
[epourchot@conservation-us.org](mailto:epourchot@conservation-us.org)



## **Connecting with Collections Care (C2C Care) Online Community Coordinator**

### **Position Description**

The C2C Care Online Community Coordinator is an independent contractor to the Foundation of the American Institute for Conservation (FAIC) and reports to the FAIC Institutional Advancement Director. The position, created to manage the day-to-day operations of C2C Care, is a two-year contract for 20 hours/week in Year 1 and 15 hours/week in Year 2. The Coordinator is expected to work off site, communicating by phone, email, and other online platforms.

#### **Responsibilities include:**

- Monitoring the discussion forum and alerting editors to unanswered posts
- Assisting members with questions about access and participation
- Adding and updating links and resources as needed
- Updating the calendar
- Monitoring WordPress plugins
- Scheduling and conducting webinars
- Archiving programs and ensuring all materials are backed up appropriately
- Gathering and assessing analytics data
- Administering end-of-program evaluations
- Communicating effectively with the Advisory Group, webinar instructors and participants, community members, and key AIC and FAIC staff

#### **Qualifications include:**

- Bachelor's degree, at minimum
- Technical understanding: knowledge of Microsoft Office Suite, WordPress, etc.
- Resourceful and highly organized
- Detail oriented
- Excellent oral and written communication skills
- Familiarity with conservation or collection care desirable