HSHC-HSM POSITION OPENINGS
Historical Society of Harford County and
Hosanna School Museum

General Description
The Historical Society of Harford County (HSHC) has partnered with the Hosanna School Museum (HSM) to create a traveling exhibition that showcases the rich African American history of the county. HSHC is Maryland's oldest historical society, while HSM is a restored Freedmen's Bureau School. HSHC houses a vast collection of archives related to African American history, including manumission documents, certificates of freedom, and a two-volume collection of one-page pamphlets that provide information on various aspects of African American history in Harford County from the 18th to the 20th centuries. However, these resources remain largely unknown to many County residents, making them untapped treasures with untold stories. The traveling exhibit aims to increase awareness by displaying these stories in schools, libraries, and public buildings, highlighting the local and national impact of Harford's African American community.

We are forming a team comprised of a Researcher/Collections/Archives Specialist, Exhibition Curator, Graphic Designer, and Marketing Specialist. These are contractual part-time and grant-supported positions. The team will work under the leadership of the Directors of both HSHC and HSM.

Researcher/Collections/Archival Specialist | $30 per hour

The main responsibility of the Researcher/Collections/Archival Specialist is to serve as the subject-matter expert and conduct a comprehensive assessment of the HSHC holdings that relate to African American history. The Researcher will also be required to reach out to members of the Harford County African American community to request additional archival and artifact contributions within specific categories. Additionally, the researcher will provide training and informational materials to HSHC staff and archival and artifact volunteers who will be responsible for maintaining and preserving the collection for the future. The researcher should have a BA or MA degree in history, African American Studies, 19th to 20th-century U.S. History, Archival studies, or a similar field and two years of working experience in that field. A portfolio review of previous work will be requested if the candidate is selected for an interview.

Exhibition Curator | $30 per hour

The Exhibition Curator will perform an extensive assessment of the HSHC materials related to African American history, as given by the Researcher/Collections/Archival Specialist. Then, curate and create an exhibition based on the researcher's discoveries on particular categories of African American experiences. Produce all aspects of the exhibition content, including narrative panels, audiovisual displays, and online educational materials. Collaborate with fabricators and graphic designers. Additionally, provide HSHC staff, archival, and artifact volunteers with training and informative materials so they can take responsibility for the care,
handling, and organization of the collection's future travels and deliveries. Candidate should have a BA or MA degree in museum studies, curatorial studies, or a similar field and two years of working experience as a curator. A portfolio review of previous work will be requested if the candidate is selected for an interview.

**Graphic Designer  | $30 per hour**
The Graphic Designer will collaborate with the exhibition curator, researcher/collections archivist, and exhibition fabricators to create and design all exhibition graphics. This includes narrative panels, print materials, audiovisual displays, and web-based educational information. The Graphic Designer and Curator will closely work together to ensure consistency, safety, and preservation of all traveling materials. Candidate should have an AA or BA degree in graphic design, visual communications, or a similar discipline. A portfolio review will be requested if the candidate is selected for an interview.

**Marketing Specialist  | $30 per hour**
The Marketing and Outreach Coordinator: Design and produce all community outreach for research and oral histories, marketing materials, and social media content, including web-based content and video promotions for the exhibition launch. An AA degree in marketing, BA or higher degree is preferred. A portfolio review will be requested if the candidate is selected for an interview.

Each candidate should be a self-starter, problem solver, and team player and possess an “entrepreneurial spirit”—an independent worker committed to getting things done in a timely manner. and excellent interpersonal, oral, and written communication skills with a friendly personality.

**How to Apply:**

Email admin@hosannaschoolmuseum.org
Place “HSHC-HSM. Position” in the subject line of your email and attach the following items: a cover letter that includes the position you are seeking, a resume or curriculum vitae, and contact information for three professional references, including their contact information.

Positions open until filled.