

Hemingway Program Coordinator Ernest Hemingway Collection

Job Description:

The Ernest Hemingway Program Coordinator manages a multi-faceted array of Hemingway-related activities based on the unique holdings of the Nobel Laureate's materials held at the John F. Kennedy Presidential Library and Museum. Those activities touch upon the Library's core purposes and divisions including archives, education, public programs, exhibits, family/community relations, fundraising, and communications.

Background:

The manuscripts, letters, photographs, and ephemera of Ernest Hemingway were donated by the Hemingway family to the National Archives and Records Administration (NARA) in 1964. While it remains NARA's responsibility to care for and provide access to these materials, the Kennedy Library also undertakes many other tasks and unique projects which serve to strengthen the Hemingway program, heighten recognition for the Hemingway Collection, and inform the public's understanding of one of the world's most renowned authors of the 20th century.

Reporting:

The Hemingway Coordinator reports to the Deputy Director of the Kennedy Library and works in concert with members of the Kennedy Library and Kennedy Library Foundation's senior leaders and staff. On the Library side, the Hemingway Coordinator will work with the Director of Archives, Director of Education and Public Programs, and the Kennedy Library Curator as well as staff who report to these individuals. This position is funded by the Kennedy Library Foundation and on the Foundation side, the Hemingway Coordinator will work closely with the Foundation's Vice President for Development, Chief Operating Officer, Chief Financial Officer, Director of Development, Membership Coordinator, VP of Communications and Digital Media, Director of Marketing, and Social Media Coordinator on various Hemingway-related initiatives.

Job responsibilities:

The Hemingway Coordinator will represent the Ernest Hemingway Collection internally within the Library / Library Foundation and externally in Greater Boston, to the scholarly community, and at Hemingway-related conferences and symposia.

As the external representative for the Hemingway Collection, the Coordinator will work directly with the public to:

- Provide tours of the Hemingway room to researchers, students, visitors, and new Hemingway exhibit to donors.

- Coordinate the annual PEN/Hemingway Award ceremony in tandem with the Director of Forum Programs, and work collaboratively with the Foundation's Development team on the Hemingway Council luncheon.
- Furnish articles and news updates for the *Hemingway Review* and work together with the Development staff at the Kennedy Library Foundation to create the annual *Friends of the Ernest Hemingway Collection Newsletter*.
- Collaborate with the Ernest Hemingway Foundation, the Finca Vigia Foundation, and other institutions promoting the history and legacy of Ernest Hemingway.
- Speak at conferences about the Ernest Hemingway Collection.
- Serve as one of the spokespeople for the Hemingway Collection if requested by the Communications division.

Support for the Library's work in education and museum collections related to the Hemingway Collection will be provided by the Specialist in these ways:

- Develop education and public programs and outreach offerings with the Director of Education and Public Programs for high school/college students, and general audiences.
- Collaborate with the Kennedy Library Museum Curator on Hemingway exhibits sponsored by the Library.
- Support the Kennedy Library Museum Collections Registrar on matters relating to the loan of Hemingway materials to others institutions.

Development is primarily Library Foundation functions, and the Hemingway Coordinator will work collaboratively with these functions in these ways:

- Work closely with the Foundation's COO and CFO to ensure the Hemingway program provides supporting information and data for budget requests; and manages small budget allocations in keeping with the Foundation's accounting principles.
- Work closely with the with the Development staff at the Kennedy Library Foundation.to cultivate and interact with Hemingway donors and the Hemingway Council.

Communications is a shared Library and Foundation function, and the Hemingway Coordinator will work collaboratively with these functions:

Support the Foundation's Communications division on Hemingway marketing and outreach materials, and the Hemingway Collection brochure.

Support the Library's Hemingway marketing and outreach materials and the Hemingway portion of the Kennedy Library website.

The Hemingway Coordinator will:

- Collaborate with the Director of Archives to support the processing, research, and digitization of the Hemingway Collection.
- Serve as a liaison with the Hemingway family and the Hemingway literary executor related to various special projects and forwards reference requests from them to the Kennedy Library archivists.
- Assist Library archivists in coordinating the conservation of the Hemingway Collection and overseeing the conservation budget (with funds managed by the Library Foundation).
- Assist Kennedy Library archivists in their work with the Hemingway family, Hemingway literary executors, and high-profile researchers.
- Coordinate with the Director of Archives and the Foundation's Director of Awards on the Ernest Hemingway Research Grants program.
- Develop projects with the Archives division for Hemingway interns overseen by the Kennedy Library archivists.
- Work with the Archives division to provide materials to the Communications department for various social media outreach efforts.

In addition the Hemingway Coordinator will manage other duties as assigned.

Qualifications:

Successful candidates will have a Bachelor's degree (Master's preferred) and substantive experience working in an archival, museum, literary, history, or academic setting. Knowledge of and passion for the writing and history of Ernest Hemingway and/or 20th century American literature is ideal. The Hemingway Coordinator will work well independently and as part of a team.

Contact

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No phone calls please.

Date:

12/23/2015