

POSITION AVAILABLE:

AFRICAN AMERICAN LEGACY PROJECT COORDINATOR - HISTORIC INTERPRETER (called AAL Coordinator/Interpreter below)

Historic Rosedale in Charlotte, NC seeks to fill the position for a Coordinator and Historic Interpreter for the African American Legacy program at Historic Rosedale. It is a part time position, 15 hours a week, \$20.00 an hour with potential for additional hours. Location is on site.

ROSEDALE MISSION STATEMENT

The Mission of Historic Rosedale Foundation is threefold: to educate, to preserve and to continue to build a more diverse and inclusive platform for education. We shall: 1) Present an authentic view of five generations of the Frew, Caldwell and Davidson families, and the enslaved and free African Americans that lived and worked on the land; 2) Preserve and interpret the 1815 historic house and the surrounding buildings emphasizing the important roles these white and black families held in Charlotte, NC; 3) Provide and maintain a peaceful green space with Treasure Trees, garden borders, native and heirloom plants within a busy urban corridor.

POSITION SUMMARY

The primary focus of the AAL Coordinator/Interpreter is to:

- Strengthen and manage diverse programming focused on all aspects of the lives of the enslaved and free Black members of the Rosedale community from 1815 to present.
- Continue research on the genealogy and descendants of the enslaved; and manage The Gathering – a family reunion of descendants of the enslaved families at Rosedale.
- Work with other Rosedale staff in providing tours and other general programming.
- Work closely with the AAL Committee Chairperson and Committee, under the direction of the Executive Director.
- Support fund-raising efforts for the AAL program.

PROJECT BACKGROUND

The African American Legacy at Historic Rosedale was created in September of 2021. The committee was charged with formulating steps to expand and promote the truthful, compassionate, and equitable presentation of the African Americans – both enslaved and freed - who lived and worked at Historic Rosedale. The project, while ever evolving, will mainly consist of exhibits and programming. The long-term goal of the plan is the development of a small facility and a memorial garden dedicated to this purpose. The AAL project debuted to the public in February 2022, followed by events throughout the year.

MAJOR DUTIES AND RESPONSIBILITIES

- Work closely with the AAL Committee Chair and the Historic Rosedale staff to manage projects, events and exhibits using materials that focus on archaeology, horticulture, and collections, under the direction of the Executive Director.

- Assist with initiatives, research, and contribute to the project's objectives.
- Take the lead in creating marketing materials for events, projects, and fundraising.
- Perform scholarly research to aid in the development of educational programs and to continue to expand the genealogical connections of the descendants.
- Lead special tours, student education programs, and other projects as needed.
- Available to work within the days of Tuesday through Friday, and at least one Saturday per month; available to work special events (including weekends) as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Work with other staff to maintain site safety and security.
- Engage with visitors, guests, and staff in a warm, positive, and professional demeanor.
- Be a collaborative member of a small team with big ambitions.

EDUCATION, QUALIFICATIONS AND SKILLS

- BA or equivalent degree from accredited University. Undergraduate major or graduate studies in History, Africana or Museum Studies, Anthropology, or related fields is desirable.
- Experience in education, museums, historic sites, or internships in related fields is desirable as is knowledge of historical research.
- Some experience in marketing, graphic materials, and social media.
- Self-motivated with strong communications skills, both oral and written.
- Excellent customer service skills and professional demeanor.
- Ability to plan and implement educational programs within a small budget.
- Strong organizational skills and solid time management skills.
- Ability to work independently and in teams and to handle multiple projects.

To apply

Please email your resume, a cover letter and contact information of three references to office@historicrosedale.org and please use the subject line AAL Project Coordinator. Applications accepted until position is filled.

Historic Rosedale Foundation is committed to building a culturally diverse and inclusive staff. We strongly encourage applications from minority candidates. Historic Rosedale Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.