

# Director, History Leadership Institute

## Overview

- **Application Deadline:** October 14, 2022
- **Location:** Virtual, In-person
- **Position Type:** Contract
- **Position Term:** 2-year contract with possibility of renewal on an annual basis
- **Pay:** \$24,000 annually in quarterly installments

## Job Summary

The American Association for State and Local History is requesting proposals for the Director of the Seminar of the History Leadership Institute (HLI) for 2023. The Seminar is part of a suite of related AASLH programs for mid- and advanced-career professionals at history organizations of all types and sizes. Since 1959, the Seminar has provided people at all management levels tools, ideas, and connections to enhance and improve their ability to lead history institutions and the field.

### Background

Colonial Williamsburg developed the six-week Seminar for Historical Administrators for early career professionals in 1959. In 2004, it relocated to Indianapolis as a three-week seminar for mid-career professionals called Developing History Leaders @SHA. AASLH assumed management of the Seminar in 2018 and developed a long-range plan that included the creation of the History Leadership Institute and an expansion of offerings to include a Leadership Forum at its annual meeting and a series of online courses to meet the evolving needs of today's mid-career professionals. Hundreds of people leading a wide range of organizations have participated in the HLI Seminar, creating an important collegial network of leaders in the history field and at AASLH.

In 2022, the Seminar was revised as a hybrid program consisting of two weeks online and two weeks in person in Indianapolis. Over four weeks, a cohort of about twenty Associates dives deep into a broad range of current and future national issues facing the history and museum field, including purpose, relevance, impact, decolonization, community engagement, equity and access, facilitating change, strategic organization, and much, much more. Through workshops, discussions, activities, and field studies facilitated by dozens of nationally-recognized experts working on the field's leading edge, Associates tackle the most pressing challenges confronting history institutions and develop strategies for addressing them. HLI challenges history professionals to stop asking "Are we doing things right?" and to start asking "Are we doing the right things?"

### Seminar Director Roles and Responsibilities

The Seminar Director plans, develops, coordinates, and evaluates the HLI Seminar in collaboration with AASLH staff, an Advisory Board, and partner organizations. The Director also ensures that the Seminar aligns with AASLH's mission, vision, values, and strategic framework (available at <https://aaslh.org/about/what-we-believe/>).

**The Seminar Director is responsible for:**

- Developing the Seminar curriculum and schedule, including the session topics, field trips, selection of session facilitators, creation of facilitator biographies and contact information, and identification of supporting materials and resources. Local arrangements, such as virtual and in-person meeting spaces, housing, meals, and transportation, are coordinated by others.
- Reviewing applications of Associates and providing recommendations to the Advisory Board upon request. The Seminar Director does not select, rank, or vote on applicants.
- Hosting the Seminar by attending all online and in-person sessions, providing introductions and making connections among the session topics, encouraging participation and collegiality among the Associates, and thanking host organizations and facilitators.
- Evaluating the Seminar by preparing annual report for the Advisory Board.
- Promoting the Seminar and History Leadership Institute, including hosting the HLI Reception at the AASLH Annual Meeting, contributing occasionally to social media, revising website content, and assisting with fundraising.
- Attending the meetings of the HLI Advisory Board, which typically occur twice a year, as a non-voting member.
- Serve as instructor for the HLI Leadership online course. Director will develop and lead the HLI leadership course. Advising on related programs for mid- and advanced-career professionals offered by AASLH, such as the Leadership Forum and online courses, working closely with the Professional Development staff at AASLH.

The manner in which the Services are to be performed and the specific hours to be worked by the Seminar Director shall be determined by the Seminar Director and AASLH.

The Seminar Director is an independent contractor with respect to AASLH and not an employee of AASLH. AASLH will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of the Seminar Director.

The Seminar Director must obtain appropriate insurance coverage for the benefit of the Seminar Director. The Seminar Director waives any rights to recovery from the AASLH for any injuries that the Seminar Director may sustain while performing services and that are a result of the negligence of the Seminar Director.

**AASLH Roles and Responsibilities**

- Approving the Seminar curriculum and schedule.
- Recruiting and selecting Associates.
- Providing administrative support for the Seminar, such as the promotion and processing of Seminar applications; registering Associates and collecting payment; preparing contracts for Facilitators, hotel, meals, and transportation; arranging for in-person meeting spaces; and preparing materials for the course management system and virtual meetings (i.e. Zoom).
- Promoting the Seminar in conjunction with other HLI programs and other AASLH professional development programs.
- Building and leading the Advisory Board, which consists primarily of representatives of the Partner organizations that fund HLI.
- Organizing Advisory Board meetings and HLI Reception.

## Qualifications and Preferred Experience

### Required

- Ten years of experience in the management of history organizations, such as museums, archives, historical societies, historic sites, historic preservation organizations.
- Ten years of experience in adult education, professional training, or talent development.
- Advanced degree in history, public history, museum studies, historic resource management, or similar fields.
- Demonstrated knowledge and experience with current and emerging practices in management, leadership, professional development, or talent management.

### Preferred

- Familiarity with the History Leadership Institute and AASLH.
- Demonstrated commitment to the ethics and values of AASLH.

## Application Process

Applicants should submit a letter of interest and statement of qualifications (such as a resume) as a PDF electronically to [collins@aslh.org](mailto:collins@aslh.org) by 11:59 pm Central Time on **October 14, 2022**.

**Applicants should submit materials as a single pdf.**

AASLH staff will evaluate responses to this RFP to develop a list of finalists.

Finalists will be interviewed by representatives of the Advisory Board in early December 2022 and evaluated on the required and preferred qualifications in this RFP.

AASLH will announce the selection in January 2023.

## For more information

Any questions regarding this RFP are to be directed to [bouknight@aslh.org](mailto:bouknight@aslh.org) with the subject line “HLI Seminar Director.” No phone calls please.

## About AASLH

Since 1940, AASLH has provided leadership and support for its members who preserve and interpret state and local history to make the past more meaningful. AASLH is a not-for-profit professional organization of individuals and institutions working to preserve and promote history. From its headquarters in Nashville, Tennessee, AASLH works to advance knowledge, understanding, and appreciation of local history in America. AASLH publishes books, technical publications, a quarterly magazine, a monthly newsletter, and maintains numerous affinity groups and committees serving a broad range of constituents across the historical community. The association also sponsors online continuing education training, regional and national training workshops, and an annual meeting.

AASLH has a unique perspective on the challenges the discipline faces in the twenty-first century, serving a membership that directly reflects the kaleidoscopic demographics of the field itself. Members



range from the smallest all-volunteer house museum to county and state archives to history museums as large as Williamsburg and the Smithsonian. It also includes the professionals and volunteers that work for them. For this diverse membership, with its many various circumstances, needs, and wants, AASLH offers programs and services that are meeting member needs and progressively advancing the goals and standards of the field.

AASLH has an exemplary reputation for successfully administering complicated national initiatives and programs. Over 75 years after its creation, AASLH remains the only comprehensive organization dedicated to state and local history.