

Director of On Memory

Job Summary

On Memory is a team working with local artists, architects, and designers, in partnership with the *Department of Cultural Affairs*, to answer the following question alongside New Haven residents: **How do we create a healing space for those affected by COVID-19 through the lens of social justice?** This question has risen through the voices of residents expressing their need for a space of healing to city officials. Specifically, a space to address not only the pain and loss experienced during the pandemic, but also to amplify the voices calling for equity in light of disproportionate health outcomes brought to historically oppressed Black and Brown communities. Through a three-phase approach, *On Memory* aims to transform a community-selected brownfield, or an unused, contaminated piece of land, into a permanent collectively-imagined park, the *Memorial Art Park*, to be centered around community healing and arts-programming. Details of *Phase I: Diary Disks* (summer 2021) and *Phase II: Memorial Mapping* (summer 2022 – on going) are in the links.

On Memory's organizational structure consists of **3 branches** of programming: the Community Residents Branch, Department of Cultural Affairs Branch, and the Design and Development Branch. For each of the three branches there is one advisor/representative forming part of the Advisory Committee, who serve as guiding resources for each branch's internal operations and to maintain deliverables in check. The Community Residents Branch is also backed by an Outreach Coordinator and an Exhibitions Coordinator, who assist in public engagement and arts-healing programming tasks. The Director of *On Memory* operates within the Community Residents Branch and is tasked with managing internal branch deliverables along with overseeing relations, workflow, and mission alignment throughout the 3 branches, working alongside the Advisory Committee and the Branch Coordinators.

The Director is responsible for working alongside the Community Residents Branch advisor/representative and the Branch coordinators (Outreach and Exhibitions Coordinators) in the creation and execution of outreach initiatives (community surveys, public participatory forum planning, project marketing and publicity) and in the implementation of engagement retention strategies (newsletters, arts-healing centered exhibition themes) that meet the goals of internal deliverables:

The Community Residents Branch deliverables align with the branch mission, to bring local residents' engagement into the memorial-making process in order to hear and account for as many New Haven voices as possible to inform the final design of the *Memorial Art Park*.

The Director works closely with the other two branch advisors/representatives to reinforce the organizational structure of *On Memory* of the three branches, and most importantly, emphasize the inclusion of residents' voices in all three branches of work. The Director, with assistance from the Committee, is specifically responsible for overseeing and facilitating the collaborative workflow between the branches (curating biweekly updates on branches' progress, scheduling meetings between branches, programming virtual/non-virtual public workshops in collaboration with other branches), and also for keeping residents' voices at the forefront of the progress on the *Memorial Art Park* development (implementing communication workflows with the Design and Development Branch for public feedback, drafting a brownfield selection process chosen for remediation/transformation open to New Haven residents) and informing local organizations/artists about potential partnerships with the Department of Cultural Affairs Branch (sharing partnership opportunities through *On Memory* or New Haven Arts Council website).

Responsibilities and Duties

- Grant writing/fundraising and maintaining stakeholder relationships, alongside Advisory Committee

- Duties include, but are not limited to:
 - communicating organizational progress with stakeholders,
 - progressing in federal and state-level brownfield remediation and transformation grant applications, and
 - seeking new funding opportunities for continuation of exhibition programming or adoption of new programming initiatives (i.e. artist-in-residence opportunity)
- Oversees and facilitates collaboration/communication between three branches
- Develops and executes Community Residents Branch programming goals alongside Branch Advisor and Coordinators
 - Duties may include, but are not limited to:
 - developing community resident outreach initiatives,
 - designing/programming public participatory forums for *Memorial Art Park* design and brownfield selection process,
 - continuing arts-healing centered exhibitions tour with *On Memory* partners (such as NHFPL, Artspace New Haven), and
 - developing/upkeeping goals for resident engagement for the *Memorial Art Park* design.
- Oversees budget/finances for exhibition programming uses, alongside Advisory Committee
- Ensures deliverables are timely met for Community Residents Branch programming
- Seeks and solidifies partnerships with New Haven organizations/artists

Qualifications and Skills

- Exceptional leadership skills in task management, presentation development, and internal team communication
- Excellent written and oral communication skills
- Goal-focused planning and organizational skills
- Analytical skills to interpret qualitative and quantitative data to generate data-driven, effective solutions
- Financial skills for budgeting responsibilities
- Must have a High School Diploma
- Must be a resident of New Haven for at least 7 years
- Civically engaged member within the New Haven community

Salary

- \$75,000 USD salary / one year, with potential for renewal and continuation of position
- 40-hour work week / 5 days a week; National and state holidays off
- No benefits

**** To apply, please email your cover letter, resume, and 3 references to z.yeqin@gmail.com**