Background:
Utah Humanities (UH), the Utah Division of Arts & Museums (UA&M), and the Utah Division of State History (USH) partnered on a recently concluded STEPS-UT pilot program that engaged a cohort of seven small history museums in Utah over a two-year period. The project provided training and individual mentoring to each organization in the six areas of institutional competence defined by the American Association for State and Local History (AASLH) Standards of Excellence Program for History Organizations (STEPS): Mission, Vision, & Governance, Management, Audience, Stewardship of Collections, Stewardship of Historic Structures & Landscapes, and Interpretation. Each topic module was four months long and comprised three workshop days and mentor support. Workshops were developed and delivered in-person by instructors who are experts in the designated area of focus. STEPS-UT successfully supported increased capacity among the participating organizations, but the in-person delivery format cannot be sustained during the pandemic, nor is it easily delivered across the geographic distances in our state. This project seeks to revise the existing STEPS-UT curriculum and delivery model to a sustainable online (or hybrid) format.

Curriculum Redeveloper Role:
- Project manage the curriculum redevelopment process, including regular communication with STEPS-UT administrative team and creation of project milestones.
- Review existing STEPS-UT curriculum for consistency, relevance, and adherence to the newly-released STEPS handbook. Existing teaching materials available here: https://artsandmuseums.utah.gov/steps-ut/
- Review AASLH STEPS curriculum and other sector resources for possible inclusion or adaptation.
- Assess frequency, length, and interactive teaching strategies of existing curriculum, as well as recommendations documented in the pilot’s summative evaluation report.
- Revise existing STEPS-UT curriculum (module guidance documents, agendas, slides, activities, handouts, and associated training materials) to a sustainable online delivery format.
- Work remotely from home with deliverables completed by 1 June 2021.

Skills, Knowledge, and Abilities:
This person will be a talented nonprofit and cultural sector professional with:
- Demonstrated skill developing teaching materials for an online platform, including strategies for participant engagement and delivering training to adults.
- Experience working with small and mid-size collecting institutions (museums, historical societies, archives, etc.) and demonstrated ability to guide organizational transition.
- Sensitivity to the challenges faced by small organizations in the cultural sector and ability to relay expert information to small and mid-size collecting organizations using relevant examples.
- Familiarity with the breadth of topic areas covered in the STEPS curriculum.
- Knowledge of the wide variety of resources for heritage organizations within Utah and nationally, and/or sufficient knowledge of the sector to research these topics quickly.
- Excellent communication and project management skills.
- Strongly self-motivated, able to work independently, highly organized, and flexible.

Compensation:
- Daily compensation rate for this project is $350 ($43.75 per hour).
- Project is budgeted at 5 days per module x 6 modules = 30 days (240 hours) = $10,500 total.

To apply, send a CV, cover letter, and contact information for three references to vanfrank@utahhumanities.org by December 31, 2020. Incomplete applications will not be considered. No phone calls, please.

Utah Humanities is an equal opportunity employer. We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us invite diverse perspectives.