

Leader for DEAI (Diversity, Equity, Accessibility, and Inclusion)

The Delaware Division of Historical and Cultural Affairs (Department of State), seeks an enthusiastic and experienced individual to work with Division staff to include more diverse communities and inclusive topics in Delaware history, increase diversity in Division staffing, and work with partners and community groups to advance the goals of the Division.

The Leader for DEAI will be a part of the Division's leadership team, reporting to the Director/Deputy Director. This position will work with all the teams within HCA to advance the goals stated in the Division's Statement on Race and Equity.

The position is full-time contractual and will be based in Dover, DE. Travel around the state for meetings, programs, and events will be necessary. The salary is \$48,000 – \$54,000 annually.

Responsibilities:

- Work with Division staff and HR to increase DEAI in the Division.
- Lead the Race and Equity Committee.
- Work within the Division leadership team to ensure principles of DEAI are incorporated into Division planning documents such as the strategic plan and interpretive plans.
- Represent the Division at community meetings, professional conferences, and programs.
- Develop research questions and goals for Sites, CARE, and SHPO Teams.
- Coordinate research projects within the Division (between different Teams and Sites).
- Apply for and manage grant funds for training, programs, research, etc.
- Supervise research interns and volunteers, as appropriate.
- Assist in conducting research, as appropriate.
- Develops interpretive and educational resources and programs that will convey a knowledge of Delaware's diverse cultural history.
- Help to sustain partnerships with internal and external stakeholders while identifying and developing new partnerships that advance the Division's Race and Equity initiative.
- Prepares and administers Program budget.

Knowledge and Abilities:

- Ability to thrive in a highly collaborative, cross-functional team environment, where flexibility, creativity, and resourcefulness are required for success.
- Knowledge of methods and techniques for conducting cultural resource research and surveys/investigations.
- Writing, organizational, and interpersonal skills, including group facilitation skills.
- Knowledge of principles, practices, and methods of interpretive techniques.
- Ability to mediate diverse and conflicting priorities.

- Ability to recognize and prioritize various issues to maximize fiscal, material, and human resources.
- Strong program coordination and organization skills, including flexibility, professionalism, and creativity.
- Ability to communicate effectively with peoples of various ages and cultural backgrounds/knowledge levels.
- Ability to direct and participate in on-site research.

Requirements:

1. Knowledge of the principles, practices and theory of cultural conservation.
2. Knowledge of Delaware and regional history, pre-history, folkways anthropology, archaeology, architectural history/design.
3. Knowledge of methods and techniques for conducting cultural resource research and surveys/investigations.
4. Knowledge of principles, practices and methods of interpretive techniques.
5. Knowledge of principles and practices of supervision.
6. Skill in developing, designing and implementing audio and visual interpretive displays.
7. Ability to recognize and prioritize various issues to maximize fiscal, material and human resources.
8. Ability to communicate effectively with peoples of various ages and cultural backgrounds/knowledge levels.
9. Ability to direct and participate in on-site research.
10. Ability to mediate diverse and conflicting priorities.

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the Division's Statement on Race and Equity at <https://history.delaware.gov/about-agency/>.

Please apply by submitting a cover letter and resume to Museums@delaware.gov.

Closing date: Open until filled

