

## Associate Project Specialist

### Diversity, Equity, Accessibility, and Inclusion at Getty

Getty believes diversity, equity, accessibility and inclusion are essential to our excellence and to the execution of our mission. The Getty community values differences in the pursuit of inquiry and knowledge, mutual understanding, respect, trust, transparency, and cooperation. We are committed to creating a diverse and welcoming workplace that reflects the diversity of the communities we serve and includes individuals with diverse backgrounds and experiences. Individuals of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

### Job Summary

The Getty Conservation Institute (GCI) is dedicated to finding ways to improve the conservation of the world's heritage—its art objects, collections, architecture, and sites. We are located at the Getty Center in Los Angeles, and our work involves heritage sites in Los Angeles and across the globe, where we work in partnership with heritage professionals in the region. Our staff come from diverse disciplines including architecture, architectural history, archaeology, conservation, chemistry, and communications.

We are looking for an **Associate Project Specialist** to work in our Buildings and Sites department, where work is focused on heritage places including buildings, archaeological sites, and urban environments.

Initially, you will contribute to the Los Angeles African American Historic Places (LAAHP) project, which is led by the GCI and the Office of Historic Resources (OHR) within Los Angeles' Department of City Planning. With guidance from GCI and OHR staff, as well as a local advisory committee representing key stakeholders in the city's African American communities, you will play a pivotal role in identifying, protecting, and celebrating African American heritage within the city and rethinking historic preservation policies and practices to support antiracist outcomes. Your work on LAAHP will offer a potential model for future initiatives related to other communities in Los Angeles and beyond.

### Major Job Responsibilities

- Contribute to the design, preparation, management, and execution of LAAHP project plans and budgets.
- Conduct research and work with GCI and OHR staff and consultants to apply an antiracist lens to the evaluation and transformation of historic preservation practices and develop a toolkit of strategies to support antiracist preservation policies and more equitable and inclusive outcomes.
- Work with GCI and OHR staff to develop scope of work for and assist in selecting and managing consultant teams for the three main LAAHP project components: (1) refinement and expansion of the city's existing African American History of Los Angeles Context Statement; (2) nomination and official designation of up to 10 African American historic places; and (3) development of cultural preservation strategies in up to three historically African American communities.
- Convene and may lead meetings of the project advisory committee, representing key stakeholders from Los Angeles' African American communities.
- Make public presentations on the LAAHP project and represent the project at community meetings and events.

- Develop strong relationships and work with community stakeholders in Los Angeles, ranging from elected officials and city leaders to community-based nonprofit organizations and local residents, as part of a robust community engagement program to create a space for meaningful input.
- Pursue potential additional collaborations with private, governmental, and philanthropic partners to enhance the project scope and establish the LAAHP as a useful model and disseminate it for similar efforts in major cities across the nation.
- Provide leadership and guidance to interns, research assistants, and/or volunteers.
- Disseminate and communicate project outcomes through research, publishing findings, and presenting results.
- In addition to the initial work on LAAHP, you will also contribute to other GCI projects in the United States and beyond.
- During the length of the LAAHP project, you will be based at the Getty Center but will split your work time between GCI and OHR offices, reflecting the joint nature of the project.

### **Qualifications**

- Bachelor's degree (Master's degree preferred) in architecture, conservation, urban planning or related discipline.
- Post-graduate qualifications in cultural heritage conservation or equivalent practical experience.
- Minimum of 3-7 years of project management experience working in cultural heritage

### **Requirement**

All employees must be fully-vaccinated against the COVID-19 virus as a condition of employment. Exemptions from this requirement as a reasonable accommodation due to medical contraindication, disability or sincerely held religious belief or practice will be considered.

### **Knowledge, Skills and Abilities**

- A strong understanding of historic preservation policies and practices or its related fields, including history, architectural history, architecture, or urban planning.
- A strong understanding of African American heritage resources.
- Experience in and understanding of Los Angeles, including strong existing relationships within Los Angeles African American communities, is strongly preferred.
- Good oral and written communications skills, including public speaking skills, ability to build consensus, sensitivity, and sound judgment necessary to be a representative of the GCI and OHR in public presentations and meetings within community settings.
- Good interpersonal skills with a collaborative mindset.
- Experience with community engagement strategies or community organizing activities in complex settings.
- Experience in coordinating volunteers or community-based advisors.
- Experience in developing or adapting approaches to better recognize, protect and sustain a wide range of values (architectural, historic, and social) and preserve both tangible and intangible aspects of heritage.
- A creative approach to problem-solving.
- Good organizational and time management skills.

Salary range: \$76,570 - \$99,551

An excellent benefits package and salary commensurate with experience and internal equity will be provided.

All candidates must apply online at <https://jobs-getty.icims.com/jobs/3806/qci-associate-project-specialist/job>.

Please be prepared to upload your cover letter and CV/resume when prompted to do so by the online application system. Candidates who successfully complete the online application process will receive an automated message via email. If you have questions about this position or the recruiting process, please write to [gcistaffing@getty.edu](mailto:gcistaffing@getty.edu).

**The deadline for applications is November 12, 2021.**

**Equal Opportunity Employer**

We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, citizenship or immigration status, color, disability, ethnicity, familial status, gender identity and/or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected status.