

## **Book Award Administrator Job Description**

**The Museum of African American History (MAAH)** was founded in 1967 and is a small but ambitious and significant museum whose mission is to preserve, conserve and interpret the contributions of people of African descent during the 18<sup>th</sup> and 19<sup>th</sup> centuries. The Museum is comprised of four historic sites in Boston and on Nantucket Island.

MAAH is hiring a Book Award Administrator to oversee an inaugural book award, which will celebrate a writer's recent excellent literary work in the field of African American history or culture. The award is supported by the Museum of African American History and a Boston-based family foundation.

The Book Award Administrator will be an independent agent contracted by MAAH to implement, manage, and promote the book award. The Administrator will serve as the Museum's liaison to the Honorary Committee, jury, writers, and publishers. Additionally, the Administrator will create awareness and generate excitement about the award in collaboration with MAAH's Public Relations consultant.

Hours may fluctuate from week to week but the position is compensated based on an average of 15 hours per week.

### **Administrator's Responsibilities:**

- Operationalize the Book Award, taking it from concept to full operations;
- Create an administrative structure to track submissions as well as financial transactions; ensure all financial accounting processes remain current; prepare an annual financial report for submission to the Museum and the Foundation at the end of the award cycle;
- Manage expenses and provide monthly budget status reports during the award cycle to the Executive Director and Chief Financial Officer of the Museum;
- Establish and work with the Honorary Committee to assemble award jury and to develop a list of publishers, to craft the letter of request for nominations, and distribute invitations to the publishers;
- Coordinate outreach process and communicate administrative procedures to publishers for submissions and nominations;
- Research submitted publication titles to ensure eligibility;
- Sort, collate, and track submissions to be sent to jurors to ensure receipt of all books and correspondence;
- Coordinate all meetings of the jury and Honorary Committee;
- Review and manage timelines and deadlines during the various stages of the award process;
- Serve as primary point of contact and respond to inquiries from the jurors, publishers, and authors;

- Assist with the planning, execution, and coordination of the Award ceremony;
- Coordinate all travel for the jury and finalists;
- Work with a public relations consultant to design and implement a successful national announcement, including press events, public events, social media, web site, and other outlets;
- Work directly with a public relations consultant and coordinate all partnership activities, announcements, and logistics; With a public relations consultant, draft and distribute all press releases;
- Provide regular updates as well as an end-of-cycle report with successes, challenges, and recommendations for improvement to the Museum of African American History and the Family Foundation.

**Skills required:**

- High degree of independence, initiative, responsibility, and accountability
- Superior attention to detail and excellent organizational skills
- Well-developed oral and written skills
- The ability to work with and lead a wide variety of individuals
- At minimum, a bachelor degree in English, journalism, or a related field;
- Five years relevant experience in publishing or book awards management
- General use of MS Office software, Outlook, and project management software
- Experience working with committees and/or boards, preferably in non-profit organizations
- Background or interest in African American history and culture.

**Compensation:** Market

**Application Process:**

Candidate will provide a CV, business profile, or resume, writing sample, three professional recommendations to Ms. Alona Wilson, [awilson@maah.org](mailto:awilson@maah.org). Application deadline is September 15, 2017.