



Assistant Director Position Description

Background

Reflections seeks to chronicle a more personal and inclusive history of the University of Virginia by collecting and sharing the stories of University students, staff, faculty, alumni, and Charlottesville community members who have contributed to its rich and complex institutional narrative. With the ongoing participation of members from across the University and Charlottesville communities, we hope to encourage intergenerational transfer of knowledge and a more comprehensive, diversified collection of stories that enrich and carry our University's history forward.

Inspired by Monticello's "Getting Word" oral history project and UVA President Teresa Sullivan's remarks about an "intergenerational transfer" of knowledge at the National Symposium for Slavery, Public Memory and the Built Landscape, our project began in Fall 2017. Known as the Bicentennial Oral History Initiative, we initially collected stories from the Alumni Association and Darden reunions in 2018 and 2019, and received generous support from the UVA IDEA Fund, Bicentennial campaign, and Office of Student Affairs for those efforts. In Summer 2019, we rebranded to *Reflections Oral Histories* in order to better align ourselves with the goal to provide a platform for marginalized narratives.

Since our rebranding, *Reflections* has launched a series of projects which uphold our values and commitment to developing a diverse collection of stories and reflect the passions of our student team. Additionally, we maintain many partnerships with other entities across the University with similar goals and initiatives. In the 2021-21 academic year we plan to continue building upon the foundation established by former fellows and team members to grow our internal collection and reach within the University community.

Position Description

Reflections is currently seeking an assistant director to help with the design and implementation of key initiatives as well as administrative tasks. This individual will join the executive team and report to the director. The assistant-director should be a self-starter capable of identifying work to be done and executing tasks based on established standards and practices. They should also be

creative, flexible, professional, and able to meet deadlines. Excellent written and oral communication skills are required. The primary roles can be broken into the following categories:

- Network Relations:
 - Regular meetings and communication with donors, the working group, as well as internal and external partners is a key part of *Reflections* operations. The assistant director will regularly correspond with partners, field inquiries, and work on marketing and communications initiatives.
- Project Development:
 - Each year *Reflections* works with multiple fellows to orchestrate and release oral history collections and related projects. The assistant director will work with fellows to develop these projects. This may include listening to interviews, writing articles, and editing audio clips as necessary. Event planning is an essential component of supporting the fellows that will be overseen by the assistant director.
- Administrative:
 - As a supplement to the network relations and project development responsibilities, there will be minimal administrative tasks related to staffing, documentation, and finances.

This position offers individuals a rewarding opportunity to showcase talent and leadership ability in a creative environment. Tasks and responsibilities are subject to change throughout the year. The assistant director should expect to devote at least 10 hours per week throughout the school year to this position. They will be compensated a wage of \$12/hour.

How to Apply

If you are interested in applying please complete [this application](#). All applications are due by 11:59 pm on July 10, 2021. Selected candidates will be contacted for an interview. However, only one person will be hired for this position. For more information visit the [Reflections website](#). If you have any additional questions please email reflectionsuva@gmail.com with the subject line “ASSISTANT DIRECTOR INQUIRY (YOUR NAME)”