



foundation
for advancement
in conservation

**Protecting Cultural
Heritage**

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Connecting to Collections Care Coordinator Request for Qualifications

The Foundation for Advancement in Conservation (FAIC) seeks a part-time contract Coordinator for Connecting to Collections Care. C2C Care is an outreach program of the Foundation for Advancement in Conservation (FAIC), made possible in part by a grant from the Institute for Museum and Library Services. C2C Care serves small and mid-sized cultural institutions, providing information, expert advice, and training to help them care for their collections.

The community, currently active at www.connectingtocollections.org, has over 3,800 registered participants and presents approximately twelve webinars and an online course each year.

The Coordinator will organize the production and archiving of webinars and courses, schedule and oversee volunteer monitors of online community discussions, manage the program website, and lead program promotion. This is a contract, fee-based position, with no benefits. The time required is estimated at 20-25 hours per week, with compensation at \$40 per hour. The Coordinator will work from home or own office. The Coordinator will report to the FAIC Outreach Manager. A volunteer advisory group will provide assistance with identifying topics and presenters and guidance on overall program direction.

The Coordinator will:

- Work with program instructors to schedule webinars and courses
- Guide instructors and participants through events, from collecting presentation descriptions and bios through sharing participant survey feedback
- Provide an introduction for each presenter at the start of each webinar and course session
- Utilize FAIC's learning management system and webinar platform to build and administer webinars and courses
- Schedule and oversee volunteer forum monitors to ensure timely responses
- Add archived recordings to the WordPress website and to AIC/FAIC's YouTube channel
- Promote events on the program website, social media, and with outreach to allied organizations
- Administer end-of-program evaluations, with assistance from the Outreach Manager
- Gather attendance and analytics data
- Attend two monthly advisory group meetings
- Identify and recommend potential program improvements
- Assist in the development of new Learning Paths as a content delivery method for C2C Care users and support users in participating in Learning Groups

Qualifications include:

- Comfortable using Microsoft Office Suite, Google Workspace, web content management, and videoconferencing (Zoom)
- Excellent oral and written communication skills
- Resourceful, highly organized, detail oriented, and able to work independently

- Familiarity with C2C Care's primary audience of small and mid-sized museums
- Familiarity with conservation or collections care desired

The position is made possible in part with support from a grant from the Institute of Museum and Library Services. Funding is supported through September 2028, with the possibility of extension pending funding availability.

Process

Interested applicants are invited to submit a resume/cv and a letter of interest by May 4, 2026. Applications will be reviewed by FAIC staff with the goal of awarding a contract by May 15, 2026.

Please send resume and letter to:

Katelin Lee

FAIC Outreach Manager

klee@culturalheritage.org