



foundation
for advancement
in conservation
**Protecting Cultural
Heritage**

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AIC/FAIC Learning Experience Designer Request for Qualifications

Deadline for Submission: April 30, 2026

Scope and Background

Since 2017, the American Institute for Conservation (AIC) and Foundation for Advancement in Conservation (FAIC) have been utilizing an online learning platform (Elevate) to present professional development content to conservation and collections care practitioners. Most material has been archived and is available for asynchronous learning. The archive now consists of over 450 “products,” which may include one or more recorded events/lectures, handouts, quizzes, and/or course components.

Content is currently organized by audience (conservators, collections caretakers, heritage responders, or the public). As offerings increase, the organization is considering alternative ways of organizing content to improve discoverability.

FAIC seeks a contract consultant to update the AIC and FAIC learning site to improve searchability and allow practitioners to more easily discover professional development content relevant to them. We imagine this work occurring in two phases.

Phase 1: Planning

- Review a report of existing content to identify possible thematic groupings (e.g. – audience, specialty area, speakers, keywords)
- Review letters of agreement from FAIC workshops to identify courses for which FAIC’s rights to present content are limited to a certain time
- Explore unused features of FAIC’s learning management system (Elevate) to identify and recommend incorporation of tools that suggest recommended content to users
- Explore other associations’ online learning content and propose new ways to organize AIC/FAIC content
- Consider and propose opportunities to bundle content in thematic groupings with a single registration

Phase 2: Implementation

- Develop standard operating procedures for posting new content to ensure maximum discoverability
- Add keyword meta tags to content that does not yet have it (most)
- Reach out to instructors who have time limitations on their content and request indefinite rights with an opt-out option
- Develop product bundles that group multiple learning products into thematic learning paths



The consultant will receive access to and training in the use of the organization's learning management system and can reference programming report data to understand past use and access.

This is a contract, fee-based position with no benefits. The timeline is moderately flexible, but the target end dates for the project is December 2026. The Learning Experience Designer's role is expected to require around 400 hours total. Budgeted compensation is \$50 per hour, with a total project fee not to exceed \$20,000. The consultant will report to the FAIC Education Manager.

Preferred qualifications include:

- Comfortable using Microsoft Office Suite and videoconferencing (Zoom)
- Able to work independently
- Basic understanding of conservation and preservation terminology
- Experience with user experience (UX) design, online learning management, and/or establishing organization systems for digital files and/or libraries

Eligibility and RFQ Process

Interested applicants are invited to submit a resume/cv and a one-page letter of interest by April 30, 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:

Tiffani Emig

Deputy Director

temig@culturalheritage.org

About FAIC

FAIC is a 501c3 foundation created in 1973. Its mission is to save cultural heritage for future generations, protecting it from decay and destruction.

FAIC carries out a wide range of programs to provide continuing education, scholarships, research, publications, emergency programs, and assistance to collecting institutions. Further details can be found on the FAIC website:

www.culturalheritage.org/foundation