

**ICOMOS-USA**  
**World Heritage USA Monuments Toolkit Project**  
**Publications and Research Program Associate**

**Salary: \$55,000/year**

**Location: Remote**

ICOMOS-USA seeks a Research and Publications Program Associate for a three-year appointment to our Monuments Toolkit Project team. The ideal candidate will be responsible for conducting in-depth research, producing high-quality publications, and supporting our educational and informational initiatives. This role requires strong research skills, attention to detail, and the ability to collaborate effectively with other team members.

**About ICOMOS-USA**

The United States National Committee of the International Council on Monuments and Sites (ICOMOS-USA) is part of the worldwide ICOMOS network of people, institutions, government agencies, and private corporations who support the conservation of the world's heritage. For over 50 years, ICOMOS-USA has worked to deliver the best of international historic preservation and heritage conservation work to the U.S. domestic preservation dialogue, while sharing and interpreting for the world the unique American historic preservation system.

As the only U.S. professional preservation organization with a global focus, ICOMOS-USA is the gateway for U.S. professionals to participate in worldwide heritage conservation. With over 700 members, ICOMOS-USA promotes strong ties between national, regional, private, and governmental organizations within the U.S. and the international preservation community.

ICOMOS-USA, along with our supporting organization, World Heritage USA, guides and promotes activities through an extensive membership network of preservation professionals, institutions, and organizations, including specialized scientific committees. ICOMOS-USA also organizes an annual international scientific symposium, an international intern exchange program, and occasional special training courses and workshops.

ICOMOS-USA is a private, non-profit, non-governmental organization with 501(c)(3) status.

**About the Monuments Toolkit Project**

The Monuments Toolkit Project is a part of a greater Mellon Foundation's Monuments Project initiative. The Monuments Toolkit Project through public programming, publications and technical assistance, facilitates conversations related to monuments of oppression and monuments of contention.

**Key Responsibilities**

The Publications and Research Program Associate will work alongside the Monuments Toolkit Project department, the ICOMOS-USA Development and Events Coordinator, and various ICOMOS-USA Committees to:

- Under the guidance of the Program Director, develop the Monuments Toolkit research program.
- Oversee the development of additional written case studies that explore contentious monuments and monuments of oppression. Write, edit, and proofread research reports, articles, and other publications.
- Collaborate with subject matter experts to ensure accuracy and depth of content.

- Develop and adhere to publication schedules and deadlines.
- Assist in the planning and execution of webinars, including content development and technical support.
- Prepare research findings for presentations and public dissemination.
- Work closely with the program director and other team members to align research efforts with organizational goals.
- Other duties as assigned

**Qualifications:**

The ideal candidate will have:

- Advanced degree in Anthropology, Historic Preservation, Sociology or related field
- At least three years of experience in conducting research and producing publications.
- Strong analytical skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with research tools and databases.
- Willingness to travel to various conferences and professional events as needed.
- Ability to manage multiple projects and meet deadlines.

This position is a salaried position expected to work 40 hours per week including occasional evenings and weekends for travel and meetings. Evening and weekend hours are adjusted for time off during regular working hours. This is a temporary position supported by grant funding.

**Benefits:**

Full-time benefits include 11 Paid Holidays and 10 days of annual leave, which increases to 15 days of annual leave in the second year of employment. This position will also include an annual stipend of \$3,500/year, paid out biweekly, to offset insurance costs.

**Diversity/Inclusion Hiring Statement:**

ICOMOS-USA is committed to inclusive hiring practices and building an environment that welcomes and celebrates diversity. Members of our hiring team have all completed diversity training and we are committed to promoting a safe, welcoming, and productive hiring practice and working environment.

**To Apply:**

Please submit a resume, cover letter, and writing sample to [manager@worldheritageusa.org](mailto:manager@worldheritageusa.org) with the subject line “Publications and Research Program Associate.”

We encourage all interested applicants to apply. **The deadline for applications is July 15, 2024.**