

PROGRAM OFFICER JOB POSTING

The West Virginia Humanities Council, the state affiliate of the National Endowment for the Humanities, announces an immediate opening for a Program Officer.

The Program Officer administers and develops Council-directed programs under the supervision of the Executive Director. Regular responsibilities include oversight of the Council's current direct programs: the McCreight Lecture in the Humanities, the "Little Lectures" spring speaker series, *History Alive!*, all in-house traveling exhibitions, and the West Virginia Book Festival steering committee. (See Council web site, www.wvhumanities.org, for program information.) The Program Officer also works directly with the NEH and the Smithsonian Institution to plan and administer annual or short-term programs, and with the Council's Program Committee by planning and keeping records for that committee's thrice-yearly meetings. The Program Officer prepares and submits all program reports to relevant agencies, committees, and the Council Board as needed.

Qualifications include a minimum B.A. in a humanities discipline, with M.A. preferred; three years' experience in project planning and management; excellent organizational, communicative, and writing skills; and familiarity with West Virginia cultural history. Occasional travel (including overnights) is required.

The West Virginia Humanities Council, an independent nonpartisan nonprofit corporation, is an equal opportunity employer, committed to building and maintaining a strong, mutually supportive team comprising a variety of backgrounds, perspectives, and skill sets. The Council offers a competitive salary and good benefits.

Send cover letter and curriculum vitae listing 3-5 references (as attachments) to waggoner@wvhumanities.org, or c/o Dr. Eric Waggoner, Executive Director, WV Humanities Council, 1310 Kanawha Blvd E., Charleston WV 25301.

Applications will be reviewed through September 16, 2019.