



Graduate-Level Exhibitions Fellow

Reports to: Program Director & Curator

Hours: Approximately 10 hours per week during the semester

Location: North Main Street, Providence, RI

Start date: Immediately

The Center for Reconciliation offers a wide range of events, ongoing programs and exhibits designed to connect us to the history and the legacy of slavery, the slave trade, and the construction of race in America so that together we can build a more just and equitable future.

Position Description:

The graduate-level Exhibitions Fellow assists the Curator with all facets of exhibition-related work at the Center for Reconciliation. The Exhibitions Fellow may work on the following in close concert with the Curator:

Management of CFR Traveling Exhibit

The CFR currently has a six-panel traveling exhibit on the history of slavery of New England, which travels around the region. The Fellow may be responsible for the following:

- Managing traveling exhibition requests and traveling exhibition-related correspondence
- Managing the traveling exhibition schedule
- Ensuring that the traveling exhibition is in good repair and arranging for any necessary changes

Management of Visiting Exhibits

The CFR hosts visiting exhibits from other organizations in the Exhibition Hall. The Fellow would be responsible for the following:

- Manage visiting exhibit request and visiting exhibit-related correspondence
- Ensure that all logistics related to the visiting exhibits are in place
- Manage the visiting exhibition schedule

Curation of Long-term CFR Exhibit

The CFR is currently developing a long-term exhibit on the history of slavery for permanent residence in the exhibition hall. The Fellow would assist the Curator with the following:

- Assist in the development of an exhibit script



- Developing a timeline for the creation of the long-term exhibit

Essential skills and qualities:

The Fellow must be comfortable taking initiative, managing and executing projects, and enjoy working collaboratively but independently within a small team of staff and volunteers. Candidates must be able to manage multiple projects.

The Fellow must also be detail-oriented, flexible, and professional with strong communication and problem-solving skills. Successful candidates will have excellent organizational and time-management as well as good writing and editing skills.

Candidates must be comfortable with and/or interested in having thoughtful and sensitive discussions about race, history, identity and challenging topics.

A basic facility with technology and/or willingness to learn new technical skills (graphic design software, Trello, Google Cal and Google Drive, Wordpress, Canva, etc.) is necessary. A basic facility with and/or willingness to learn basic office skills (scanning/photocopying, etc.) is also necessary.

About the Center for Reconciliation:

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Interested candidates should submit a resume and cover letter to elon@cfrii.org with “Exhibitions Fellow” in the subject line.