



foundation
for advancement
in conservation

**Protecting Cultural
Heritage**

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FAIC Research Internship Program Developer Request for Qualifications

The Foundation for Advancement in Conservation (FAIC) seeks a part-time contract Developer to assist in the creation and management of the pilot FAIC Research Internships. The FAIC Research Internships will support 4-5 graduate students to create and complete summer research projects. These projects will be published and then presented at the American Institute for Conservation (AIC) Annual Meeting the following year. These research projects will help find practical ways to meet goals outlined in the [Held in Trust](#) Report while providing students with an opportunity to expand their professional skill set.

FAIC is currently developing this program with support from the Berger Family Foundation, with an anticipated launch date of Fall 2025. The Developer will help shape the structure of the application process, internship timeline, and final program goals to be submitted for review from funders. This work will include working closely with FAIC staff and holding conversations with various constituent audiences, including Association of North American Graduate Programs in Conservation (ANAGPIC) leadership, cultural heritage graduate program educators, colleagues at allied organizations, and AIC's Emerging Conservation Professionals Network (ECPN) and Education and Training Committee (ETC).

Contingent on continued support, the contract may be extended for implementation of a three-year pilot program. This is a contract, fee-based position with no benefits for a four-month period, from April to July 2025. The time required is estimated at 10 hours per week, with compensation at \$42 per hour, not to exceed a total of \$6,720. The Developer will work from home or own office. The Developer will report to the FAIC Outreach Manager.

The Developer will:

- Assist in development of a final proposal outlining program goals and procedures to be shared with prospective funders
- Create application materials and processes, program handbook, and evaluation materials modeled on existing FAIC materials and with a focus on inclusivity
- Develop marketing and communications written copy to promote the program
- Coordinate and lead virtual conversations with constituent parties in conservation and preservation education

Qualifications include:

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

- Familiarity with creating curricula or educational programming for graduate level learners preferred
- Familiarity with conservation or collections care desirable
- Mentorship and leadership skills, including the ability to encourage and motivate a team successfully

Process

Interested applicants are invited to submit a resume/cv and a one-page letter of interest by February 15, 2025. Applications will be reviewed by FAIC staff with the goal of awarding a contract by February 28.

Please send resume and letter to:
Katelin Lee
FAIC Outreach Manager

klee@culturalheritage.org