We are hiring – Academic Director

The JDCRP Foundation is seeking to hire an experienced **Academic Director** as of September 1, 2022, for the next phase of the Jewish Digital Cultural Recovery Project (JDCRP) Foundation's development of a central digital platform. The project is a continuation of the JDCRP's initial pilot project, with co-funding by the European Union.

The **Jewish Digital Cultural Recovery Project Foundation**, founded in 2019 by the Conference on Jewish Material Claims Against Germany (Claims Conference) and the Commission for Art Recovery (CAR), is based in Berlin, Germany. The JDCRP is the first Jewish-based foundation dedicated to building a comprehensive central open-source platform for archival source material, research, and education on the cultural plunder conducted during the National Socialist regime. State-of-the-art technology will improve search capabilities across various databases on objects, owners, and perpetrators, thereby revealing for the first time the full scope of the plunder. The archival project uniquely targets both specialists and the general public.

Building on the pilot phase of the project, the goal for the next phase is to create a scalable digital platform structure and sustainability for all activities.

Your key tasks will include:

- Continued development of a central digital registry, building on the project pilot phase

Overall project management, including the creation and supervision of effective interfaces amongst the various project activities, ensuring compatibility of all aspects of project work with general foundation operations

- Oversee the project team, including staff members, external partners, researchers, consultants, and service providers
- Closely collaborate with foundation team and Executive Board to report on and coordinate project decisions and development, in coordination with other foundation activities
- Work with external providers and network partners to ensure high-level results and outreach
- Acquire partners and coordinate collaboration with archives and other related institutions

Responsibility for the planning and implementation of all project work, including structure and content, archival data entry, IT interface to the JDCRP digital platform, research projects, educational material and related activities, communications content, and grant-related reporting

- Conduct and coordinate research and content production for a sustainable central platform
- Coordinate in-depth research projects on several plundered collections
- Closely collaborate with the IT / data officer and the IT providers in developing a reliable and meaningful digital platform
- Manage and conduct the conceptualization and implementation of integrating large amounts of archival data into the central platform
- Organize and conduct in-depth research activities to provide thematic depth and context
- Coordinate internal and external research activities
- Produce research results and other written content
- Outreach to user groups, partners, and advisors

- Coordinate the production of educational material and activities
- Oversee and curate content for online and printed communication materials and activities, including exhibitions and publications such as brochures
- Report on project development internally as well as to external funders and partners

Your profile:

- Passion for the JDCRP mission and strong interest in work in the non-profit sector
- University degree in (art) history, provenance research, Jewish studies, or related field
- Experience managing international and interdisciplinary multi-stakeholder projects
- Proven project-planning capabilities, including creation and execution of project management charts and task lists
- Experience with the planning and implementation of complex research projects, including provenance research activities
- Knowledge of the relevant archival material, existing research projects, and institutions
- Familiarity with complex yet user-friendly online platforms and data management systems including data entry management; exposure to machine learning and character recognition software helpful
- Ability to use research activities for educational and communications purposes
- Team coordination capabilities, take-charge attitude, attention to detail, solution-oriented approaches
- Excellent organizational and communications skills
- Expertise with prioritization, ability to set and meet deadlines
- Commitment to project goals and intercultural competency
- Proficiency in English and German; knowledge of additional relevant languages desirable
- User knowledge in standard office applications and skills (or ability to quickly acquire skills) in data management and platform applications
- Willingness to travel internationally as tasks require

What we offer:

- A position with responsibility in a young non-profit organization with partner institutions
- Potential to help shape the course and future direction of the first digital central registry on Nazi-looted art
- A minimum two-year position with extension possibilities, ideally based in Berlin
- Remote work and flexible hours can be discussed
- Remuneration compatible with comparable positions in the NGO sector
- Opportunity to join a small and motivated international and interdisciplinary team that is establishing and growing sustainable, long-term operations

Please submit your application via email to secretary@jdcrp.org. Attach a letter of motivation, a CV, names of three persons who can provide references, and relevant documentation such as diplomas and recommendations in one PDF document (max. 5 MB). The selection process will be conducted on a rolling basis as applications are received.