



OUR COMMUNITY | OUR STORY

Job Description | *ALL-IN San Diego Community Manager*

STATUS: Full-Time (Exempt)

RATE: \$70,500 to \$75,000, DOE

HOURS: FT 40 Hours per week including weekend and occasional evenings

REPORTS TO: Vice President, Community Engagement, Collections and Education

DATE: June 2026

ABOUT THE ALL IN COMMUNITY HISTORY ARCHIVING PROJECT

ALL-In San Diego is a public history initiative to co-author authentic and collective stories from San Diego. As one of the few institutions in the country focused on the history of a major metropolitan center, San Diego History Center recognizes the immense responsibility to develop a culture and space that is respectful of all identities and experiences.

The *All-IN San Diego Community History Archiving Project* plays a critical role in creating diverse, inclusive spaces that create a healthy community. This project seeks to uncover the richness and complexity of the history of our multi-layered community. As a real time, feet-on-the-street community engagement project, the aims of this project are to listen, document, share, and disseminate through various vehicles and formats in order to recover the untold stories of the past and preserve the stories of today for the future. By acknowledging the good and bad of the past and creating an inclusive dialogue with viewpoints and perspectives traditionally excluded from the historical record, All-IN San Diego contributes to our community's well-being today, and into the future. The stories, content, physical and digital asset emanating from the ALL-IN Project will be incorporated into the History Center's new core exhibition, digital repositories, as well as traveling displays.

SUMMARY OF POSITION

We are seeking a leader capable of identifying and partnering with communities across the region to co-create and develop new opportunities for gathering and sharing public history. This self-starter is eager to connect with, authentically engage, spend time in local communities and is confident leading, facilitating and carrying out all aspects of a large-scale public history project, as well as leading and managing a small group of community volunteers, consultants and contractors. Additionally, this position advocates for SDHC while interacting with the public to advance the organization's culture of philanthropy. At this time, this position is funded for two years by a state California Museum's grant.

Who You Are: You are a passionate professional deeply committed to the work of equity and belonging. You see that the work of co-creation is connected to listening first, being present, understanding the assets, needs and dreams of the community and possessing the skills to co-create together. You are a relationship person, placing people over processes, yet understand that process is critical to success. You are an organized, flexible and a self-starter. You understand that community-based projects may change and are able to adapt as needed. Uncertainty is an opportunity to behold what is unfolding together with the community. You bring a sense of humility and wonder for the work of co-creation and position yourself as neither the expert or owner of knowledge but rather work to share power with others. You are outcome based and see projects from start to finish and you are able to manage both the big picture and small details of a project. You like to bring people together and are a natural connector, facilitator and community organizer. You bring good energy, cooperation and laughter. You bring the highest levels of integrity and professionalism in the workplace.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts county-wide ALL-IN San Diego community history projects. Identifies opportunities by working with community members at all different levels to implement projects.
- Can manage a portfolio of projects and is comfortable traveling to and implementing projects from start to finish. Requires the ability to plan multiple and different tasks concurrently.
- Organizes broader collecting initiatives and outreach to help stimulate the preservation of regional culture
- Assist in identifying objects of historical and cultural significance
- Identifies potential collaborations among other cultural institutions and communities across the region
- Responsible for securing, preparing and producing a wide variety of visual assets, written content and other types data to include community narrative histories, people profiles, timelines, with associated credit (copyright) and caption information. Provides project progress reports as needed.
- Works with appropriate SDHC collections team for the donation and documentation of public history materials including oral histories, artifacts, photos when needed
- Recruits, trains and coordinates a team of community contractors to carry out All-In San Diego work
- Oversees a cadre of volunteers/interns/fellows who can aid in this work
- Interacts with a broad constituency, including advisors, researchers, SDHC staff, interns and fellows, and potential donors. The position requires skill and a high degree of sensitivity and discretion.
- Meets with prospective donors and assesses the research and historic value of potential collections on-site. Works with Collections staff to coordinate acquisitions, closely examining, and providing accurate descriptions of potential acquisitions.
- Using critical and professional judgment, ensures that the interests of the museum are appropriately represented and in alignment with the SDHC's established collecting policies, philosophy, and values.

Allocation of Responsibilities

- 55% Programming, Direct Engagement and Outreach
- 30% Compiling, Organizing, Researching, Writing
- 15% Logistics and Planning

REQUIREMENTS

- A minimum of 5-7 years of experience in implementing community-based programming alongside community practitioners
- Proven experience with creating and producing content using a variety of media
- Familiarity with archival processes, digital asset management systems, or collection management systems
- Skilled critical and professional judgment to ensure that the interests of the institution are appropriately represented, and communities and individuals are ethically treated, and with informed consent
- Ability to convey details of the acquisition process, and protocols related to ownership, legal title and accessibility by the public a bonus
- A sophisticated understanding of own intersectional identity and demonstrated ability to generate trust and connection across lines of difference
- Commitment and proven track record of inclusive and equity-based approaches
- Exceptional communication, leadership and organizing skills
- An interest and understanding of San Diego history
- Strong presentation, public speaking, writing, and interpersonal skills
- Ability to communicate orally and in writing with a variety of people including potential donors, subject-matter experts, and the general public.
- Computer proficiency; skilled in MS Office suite, including databases and the ability to track and manage information digitally
- Ability to multitask and remain flexible to accommodate SDHC needs
- Ability to use independent judgement to resolve situations as they arise.
- Proactive attitude, creative and strategic thinker

WORK ENVIRONMENT

Office-type setting

Museum exhibits and storage spaces

PHYSICAL DEMANDS

Walking, sitting, squatting, standing, kneeling, balancing, manual dexterity, reaching above shoulders, grasping, pushing/pulling (15-60 lbs.), lifting (15-60 lbs.), carrying (10-60 lbs.).

Climbing stairs.

Repeated adjustments to varied lighting conditions and changing physical space conditions as would be expected in a museum setting; some spaces will have varied climate-controlled conditions.

ADDITIONAL RESPONSIBILITIES

Valid CA Driver's License and reliable transportation with proof of liability insurance

BENEFITS

At the San Diego History Center, we believe every team member is a vital contributor to our mission. We are proud to offer our full-time employees a competitive benefits package that includes comprehensive medical, dental, and vision coverage, a retirement plan, and generous paid time off. Together, we preserve local history, foster civic pride, and share the diverse stories of our region's past, present, and future to educate and enrich our community.

EEO STATEMENT

SDHC believes that equal opportunity for all employees is critical to our continuing success. In accordance with state and federal law, SDHC will not unlawfully discriminate against any employee or applicant for employment on the basis of religion, race, color, national origin, ancestry, disability, marital status, gender, veteran status, sexual orientation, age, medical condition, registered domestic partner status, or any other basis protected by state or federal laws. Opportunity is provided to all employees based on qualifications and job requirements. When necessary, SDHC makes reasonable accommodations for disabled individuals who request an accommodation in accordance with state and federal laws.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

TO APPLY

Interested candidates should email a cover letter, resume and three professional references to jobs@sandiegohistory.org. Review of applications will begin immediately. No phone calls or drop-ins.