

## Position Description

---

Title: **Contract Folklorist**

Division: Programs

Classification: Contract, part-time (1-year, 80 working days)

Reports To: Director of Programs

### High Desert Museum – Organization Description

Since opening in 1982, THE HIGH DESERT MUSEUM has brought together wildlife, culture, art and natural resources to promote an understanding of the natural and cultural heritage of North America's High Desert country. We do so through indoor and outdoor exhibits, wildlife in natural habitats, living history demonstrations and dynamic programs on a beautiful, 135-acre campus in the pine forest. The Museum is a nonprofit organization accredited by the American Alliance of Museums, was a 2018 National Medal for Museum and Library Sciences finalist and is a Smithsonian Affiliate. During the 2018-19 fiscal year, 195,000 visitors enjoyed the Museum.

The Museum is located in Bend, Oregon, a fast-growing, charismatic city nestled against the Cascade Range at the edge of the High Desert. We strive to be inclusive, culturally humble, relevant, curious and mindful. As a team, we work together to wildly excite and responsibly teach, creating connection to and dialogue about the High Desert.

### Job Summary – Contract Folklorist

Working in collaboration with the High Desert Museum and Oregon Folklife Network, the professional folklorist will conduct fieldwork to document folk and traditional artists in central and eastern Oregon. In addition, this folklorist will create and implement programs and collaborations with folk and traditional artists and arts and culture organizations in the region. Through this work, this contract position will support a growing folklife infrastructure in Oregon. Responsibilities include: fieldwork to document folk and traditional artists; listening sessions with artists; and developing and organizing public programs with artists. Position requires flexible hours including evenings and weekends to support 80 work days at \$400/day plus travel allowance for fieldwork. Please note that the High Desert Museum will not cover transportation to/from Oregon and this contract position is not eligible for the Museum's benefit package. *This project is supported in part by a grant from the National Endowment for the Arts, Art Works.*

### Preferred Qualifications

- An M.A. in folklore or related discipline, such as cultural anthropology or ethnomusicology, or equivalent experience. A B.A. in a related discipline with extensive research experience will also be considered.
- 1-3 years' experience in public folklore and cultural/humanities/arts programming
- Demonstrated knowledge of ethnographic fieldwork
- Capacity to interact competently with a culturally, economically and ethnically diverse population of artists, community members, advisory board members, volunteers and staff and work respectfully with all age groups
- Technical competence with digital equipment (camera, audio recorder, laptop) and his/her own transportation
- Demonstrated skills in MS Office (Word, Excel, PowerPoint)

- Excellent interpersonal, organizational, and written and oral communication skills. Ability to work independently and as part of a team, establishing and maintaining effective working relationships with fellow employees, volunteers and general public

### Responsibilities and Tasks

1. Make use of the folklife fieldwork in Central Oregon (OFN folklife surveys from 2013-2016) to conduct fieldwork and document folk and traditional artists in central and eastern Oregon
2. Professional documentation of ethnic and regional folklore, regional occupational folklore such as ranching, logging, mining, hunting and fishing; and foodways, music, quilting, dancing, saddle making, silversmithing, and storytelling
3. Produce documentation for OFN's Culture Keepers Roster
4. Collaborate with other Museum programs staff members to develop and implement programming with folk and traditional artists
5. Develop partnerships between artists and organizations throughout the region and the High Desert Museum
6. Embrace, support and help implement the Museum's continued learning and commitment to diversity, equity, accessibility and inclusion
7. Execute other duties as assigned as needed to help abide by the Museum's values, drive our vision and fulfill our mission

### Application Process

Submit applications and all attachments by **COB, September 1, 2019**. The search committee will begin reviewing applications immediately. Position will be open until filled. The folklorist will negotiate specific work date ranges with the High Desert Museum.

Required materials for qualified applicants:

- A letter of interest, addressing qualifications described under "Duties and Responsibilities"
- A detailed resume or curriculum vitae
- A list of three professional references with contact information
- Representative work samples (please submit only digital and/or online work samples):
  - a self-recording (audio or video) with applicant's personal introduction along with a summary of qualifications (no more than 3-4 minutes)
  - photography (10 images, jpg format, with metadata: subject, date, place, purpose of original photo). **Note:** we are looking for ethnographic/fieldwork type photographs with contextual information as part of the photo. **Do not** send simple portraits, photos used for advertisements, or videos.
  - 1 published professional writing sample (festival catalogue pieces are fine)
  - **At least two** of the following: Photos and/or PDFs of exhibits (1-2 exhibit examples); Public program flyers and/or programs (1-3 examples); Online exhibits and/or websites (1-2)—send URLs.

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

---

Employee Signature

---

Date

Please send resume and cover letter to the High Desert Museum  
jobs@highdesertmuseum.org  
<http://highdesertmuseum.org/job-opportunities>