Director of Cultural Heritage Projects
Cairo, Egypt

Strengthening Egyptian-American relations through scholarly research, preservation, and conservation

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The Mission and Organization

The American Research Center in Egypt (ARCE) is a private nonprofit organization whose mission is “to support research on all aspects of Egyptian history and culture, foster a broader knowledge about Egypt among the general public, and strengthen American-Egyptian cultural ties.”

ARCE was founded in 1948 by a consortium of American academic and cultural institutions and scholars to promote greater knowledge of Egypt and the Middle East and to facilitate the work of American scholars conducting research in Egypt. Today ARCE continues the work for which it was founded and further plays an active role collaborating with Egypt’s Ministry of Antiquities. It sponsors training courses and activities in Egypt and conducts conservation projects that span the temporal and cultural range of the country’s vast heritage (from prehistory to modern times, from archaeological sites and monuments to museum objects to texts). ARCE also undertakes significant outreach activities within the United States focused on raising awareness of and interest in Egypt among the general public.

A Leader in Egyptian Academic Research

ARCE is a membership organization composed of both institutional members (Research Supporting Members or RSMs) and individual members. The RSMs comprise virtually all of the major North American academic and cultural institutions with research interests in Egypt and include some of the most prestigious private and public academic and cultural institutions.

ARCE has developed from a small academic and scholarly organization into a complex and culturally significant institution with permanent facilities in both Cairo and the U.S. The Cairo office includes a specialist library on Egypt utilized by scholars and students as well as ARCE members. Programs developed with resources from the United States Agency for International Development have resulted in over 75 completed projects of monument conservation. Specialized training of well over 750 Egyptian archaeologists and conservators will contribute toward the future preservation of Egypt’s cultural heritage.
ARCE’s Activities and Programs

ARCE’s activities and programs take place in both the United States and Egypt. U.S. activities focus on an annual scholarly meeting, informational and promotional tours, chapter events, and related activities. Egypt is the primary focus of ARCE’s core work, which centers around three crucial, inter-related axes: Preserving World Heritage; Educating the Next Generation of Scholars; and Excavating and Conserving Ancient Sites and Monuments.

Preserving World Heritage

ARCE’s broad work in Egypt includes conservation of culturally significant sites, monuments, architecture, artworks, religious inscriptions, texts, and artifacts representing thousands of years of Egypt’s cultural achievement. Through its Antiquities Endowment Fund, for example, ARCE has supported the preservation of early mud brick monumental architecture at Abydos, the palace at Malqata (western Thebes) built by Amenhotep III of Dynasty 18, the unique Coptic frescoes and monuments of the Red Monastery, and the Hisn al-Bab. Likewise, it has supported the conservation and documentation of Egyptian coffins and a Theban tomb field school for the tomb’s epigraphic, photographic, and artifact recording.

Educating the Next Generation of Scholars

ARCE’s fellowships allow U.S. scholars to do important research in Egypt. Over the course of five decades, fellowships have benefited over 650 scholars whose research interests spanned the entirety of Egypt’s history and culture. ARCE’s Field School training projects create a new generation of Egyptian archaeologists and conservators, as well. In June 2013, ARCE ran its first field school organized and run completely by Egyptians and taught in Arabic. Those leading the training were themselves former graduates of ARCE field schools.

Excavating and Conserving Ancient Sites and Monuments

ARCE facilitates the fieldwork activities of its Research Supporting Members and interfaces with the Ministry of Antiquities on their behalf. ARCE’s RSMs undertake a wide variety of archaeological activities, including survey, excavation, conservation, and site management. Current RSMs operate archaeological projects all over Egypt, focused mainly but not exclusively on prehistoric, pharaonic, and Graeco-Roman sites. ARCE-affiliated projects include archaeological work at the Giza Pyramids, South Abydos, Luxor, Tell Gabbara in the Delta, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.
The Responsibilities

ARCE seeks a Director of Cultural Heritage Projects with expert knowledge of conservation, architecture, site and project management, with in-depth publication record and grant writing experience. Significant understanding of the Egyptian cultural heritage landscape is highly desired. High level project management skills are required for long-range planning, budgeting, and building effective teams.

**Project Preparation**

- Prepares grant proposals and works with Chief Financial Officer on project budgets.
- Identification of and visit to project(s) site before project commencement.
- Identifies project team- not limited to but including project manager, architect, engineers, specialists, subject matter experts, community liaison and training officer.
- Meets with stakeholders for preliminary discussions.

**Project Implementation and Oversight**

- Assures that project activities conform to international standards and guidelines.
- Oversees project(s) scope and schedule of work.
- Puts together Supreme Council of Antiquities permission request.
- Has overall project oversight responsibility for all ARCE cultural heritage and conservation projects.
- Supervises Project Manager(s) as well as Site Management and Planning Manager.
- Reports on project progress and performs regular site visits to monitor standards of work including but not limited to documentation, conservation, project budget etc.
- Works with local residents/ owners in establishing sustainable goals for maintenance after project completion.

**Project Dissemination**

- Authors and/or edits articles, manuscripts, and other materials relating to publication of cultural heritage project work.
- Conducts lectures and special presentations to a variety of audiences on conservation projects and initiatives.
- Prepares and delivers outreach materials on current and past projects.

**Advisor/Subject Matter Expert on Cultural Heritage Projects**

- Serve as advisor on other conservation projects as requested by Ministry of Tourism and Antiquities, RSM’s, AEF grant recipients, external organizations or institutes.
- Meets with interested parties on various cultural heritage conservation issues.
The Candidate

The ideal Director of Cultural Heritage Projects will serve as ARCE’s lead point person for project development, implementation, oversight and dissemination of project accomplishments. The Director will be a hands-on leader who has a strong background in project management with demonstrated leadership qualities who is capable of directing an international, culturally diverse staff to achieve a high standard of performance. This strong management and team building capacity must include setting goals, encouraging performance, achieving objectives, and conducting oversight to detect successes and needs for intervention. In addition, the position calls for an expert knowledge of conservation, architecture, site, and project management-preferably in the Egyptian cultural landscape context.

Background

❖ At least 15 years of experience in running conservation and site management projects as well as experience in managing teams of professionals.
❖ Strong publication record in the field of conservation and material culture.
❖ Excellent verbal and graphic skills for presentations to both professional and public audiences.
❖ Significant experiencing in preparing grant proposals.
❖ PhD is required in archaeology, architecture, or conservation.

Skills and Accomplishments

❖ Experience in developing, overseeing, and successfully managing project teams.
❖ Fluency in English is required. Ability to communicate in Arabic is highly desirable.
❖ Familiarity with the varied cultural landscape of Egypt.
❖ Experience in realizing heritage projects in Egypt and dealing with governmental and non-governmental stakeholders.
❖ Experience in building, mentoring, and supervising a collaborative and mutually respectful team to achieve a high level of performance and exceed goals.
❖ Ability to effectively manage time across competing deadlines and priorities.

Personal Characteristics and Work Style

❖ Respect for the diversity of all people encountered in daily work.
❖ Works collaboratively with project team to set goals, oversee all project(s) activity, research and publication, and monitors project budgets.
❖ Commitment to transparency, fiscal integrity, and operational excellence.
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How to Apply: To ensure consideration for this employment opportunity, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE/20-03, Director of Cultural Heritage Projects, to be sent to Recruitment@ARCE.org. The application package should include an up-to-date CV, letter of interest, and photocopies of educational certifications (e.g. university transcripts, diplomas, certificates, etc.). Candidates must also include at least one copy of a previous publication in the application package. Employment Reference letters are optional.

Closing date for application to be considered is 11 June 2020

All first-round interviews for this position will take place via video conference. Only short-listed applicants will be contacted.

Questions regarding the vacancy may be emailed to recruitment@arce.org

The American Research Center in Egypt is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.