



Theban Mapping Project Coordinator

(2-year contract, non-renewable)

Theban Mapping Project, Cairo, Egypt

Announcement Number: ARCE/21-03

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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.



About the Theban Mapping Project



THEBAN MAPPING PROJECT

The Theban Mapping Project began work in Luxor's West Bank in 1979, mapping its hillsides and making detailed architectural plans of the many ancient tombs it contained, starting with those in the Valley of the Kings. In 1989 it rediscovered the entrance to one of them, a minor tomb Egyptologists called KV 5. Over the next several years, the TMP's work revealed that KV 5 was not a minor tomb at all but the biggest tomb ever found in the Valley of the Kings and one of the largest ever found in Egypt.

The discovery made headlines around the world and the TMP was bombarded with questions from a fascinated public. To keep them up to date, KV5.com went online in July, 1998 and was an immediate hit. It received dozens of awards for its content and design, and by 2000 was receiving over 18 million hits annually, making it easily the most-visited archaeological site on the Internet. However, in 2010 the site crashed and the TMP lacked the funds to restore it to life.

In 2019, the American Research Center in Egypt came to the rescue and authorized funds and contracted its web designer, Teal Media, to revive the website, redesigning its format and functionality. The American University in Cairo continues to be the home of the TMP and together, AUC and ARCE relaunched the website as <https://thebanmappingproject.com/> in 2020. The website now contains several new features, including photographic coverage of decorated KV tomb walls and interactive drawings of the tombs. Plans for expansion to other sites and monuments in the West Bank are already underway, as are plans for a TMP archive.

The Candidate

The Theban Mapping Project Coordinator will be responsible for the project content planning and Development , establishing and maintaining a TMP archive management, Web design and management.

Background

- ❖ MA in Egyptology required, PhD preferred.
- ❖ Sound knowledge of Project Management principles, resource management, and time management.
- ❖ Experience is desired in Drupal CMS and web backend management.
- ❖ Demonstrated level of English editing and writing skills.

The Responsibilities

Skills and Duties

- ❖ Organized and very attentive to detail.
- ❖ Get to know the people who work as project partners and promote mutually beneficial understanding.
- ❖ Maintain familiarity with the field through continuing professional development (CPD).
- ❖ Ability to communicate effectively (both orally and in writing) to a diverse audience is essential.

Essential Qualifications

- ❖ Familiarity with metadata management and archival systems management is desired and/or a willingness to learn.
- ❖ Highly motivated with the ability to work independently.
- ❖ Respect the diversity of persons encountered in the daily work.

The Responsibilities

Content Planning and Development

- ❖ Oversee the development and regular scheduling of new content, including imagery, articles, tomb information, and ARCE crossover materials
- ❖ Coordinate with TMP team at AUC in developing set content deliverables and schedules, and conducting quality control over all handover materials;
- ❖ Ensure that existing content remains up-to-date and accurate;
- ❖ Develop and implement a TMP style guide for all current and incoming content;
- ❖ Identify and manage a team of external vendors and/or qualified interns/part timers to assist in content procurement (photography, videography, design, 3D scans) and management (image uploading/curation, proofing, research) as needed;
- ❖ Cooperate and coordinate with internal ARCE staff to promote current and upcoming TMP content and to assist in its development, as needed.

Establishing and Maintaining a TMP Archive

- ❖ Assess all previous TMP handover materials and metadata and develop a system for their organizational improvement and archiving;
- ❖ Identify and establish a qualified team of interns/part timers with familiarity in metadata, archival systems, and inventory management;
- ❖ Oversee and lead the development of an image numbering system that differentiates between archival images and new images, and builds on previous inventory systems developed by the TMP team at AUC;
- ❖ Develop an inventory/numbering system for all other current and incoming content, including but not limited to: articles and texts, image captions, architectural drawings, and scans;
- ❖ Cooperate and coordinate with relevant ARCE staff (IT, Archives), as needed to develop the TMP archive and integrate it with the existing ARCE archives and cloud storage.

Web Design and Management

- ❖ Regularly assess the website content and design for improvements and coordinate with external vendors and internal staff to maintain it on an annual or semi-annual basis (ex: security updates, Drupal compatibility updates, design upgrades, bug fixes);
- ❖ Coordinate with TMP team at AUC on all external queries related to the website's content (ex: image requests);



Theban Mapping Project Coordinator Cairo, Egypt

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/21-03, Theban Mapping Project Coordinator to be emailed to Recruitment@ARCE.org. The application package should include an up-to-date CV, letter of interest, and copies of educational certifications (e.g. university transcripts, diplomas, certificates, etc.). Employment Reference letters are optional.

Reporting Relationship: This position reports to the Director of Cultural Heritage Projects.

Contract Term: 2 Years, non renewable

Eligibility for consideration: MA is the minimum qualification required.

Closing date for application to be considered is: July 10, 2021

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.