

## Mass. Memories Road Show

### Instructional Designer

#### Request for Proposals:

The Joseph P. Healey Library at the University of Massachusetts Boston seeks an experienced instructional designer to develop eight (8) online tutorial modules about the various “stations” that are included at Mass. Memories Road Show events. Reporting to the Public History and Community Archives Program Manager, the incumbent, with the support of the Project Coordinator, will lead the design and development of the tutorial modules to support the Mass. Memories Road Show staff and its work with community partners as well as to share its methods with the broader regional and national participatory archiving communities. Most of the work will be completed remotely, although a number of in-person meetings with the team will be required.

The Mass. Memories Road Show is a statewide digital history project that documents people, places and events in Massachusetts history through family photographs and stories. In partnership with teams of local volunteers, we organize public events to scan family and community photographs and videotape “the stories behind the photos.” The images and videos are indexed and incorporated into an online educational database at [openarchives.umb.edu](http://openarchives.umb.edu). Since its launch, the project has gathered [more than 10,000 photographs, videos, and stories](#) from across the state. For more information about the Mass. Memories Road Show, please visit <http://blogs.umb.edu/archives/mass-memories-road-show/>.

Instructional modules will include:

- Welcome Station (& registration system)
- Information Station (1--facilitating descriptions)
- Information Station (2--copy editing and reviewing)
- Scanning Station
- Keepsake Photo Station
- Video Station
- Local History Station
- Preservation Station

The successful applicant will create a set of interactive instructional resources of varying complexity that will guide librarians, archivists, public historians, and volunteers in setting up and operating a series of “stations” to engage contributors in sharing photographs and stories as well as collecting them. The resources will support the Mass. Memories Road Show program specifically, and also be accessible and useful to a range of organizations involved in capturing and preserving community heritage materials. The availability of these resources worldwide will place expertise in state-of-the-art participatory archiving within reach of a greater number of institutions, supporting the broadest engagement in these types of public history programs and populist collecting endeavors. The instructional modules may contain a combination of videos, lecture captures, tutorials, volunteer training modules, and handouts that will equip all libraries,

regardless of their available expertise or resources, to operate successful events and build digital collections of unique cultural heritage materials.

Specifically, the incumbent will:

- Review MMRS training materials and interview Road Show team members and community partners to guide project development
- Work closely with core project team individually and collectively to storyboard and design training modules
- Select appropriate web platform and software on which to build and publish the modules
- Identify existing models to guide and inform the project.
- Consult project partners and other subject-matter experts and as needed to clarify content for training modules
- Develop the modules and accompanying resources using content, expertise, and guidance provided by University Archives & Special Collections in the Healey Library and by the Mass. Memories Road Show team
- Revise training modules based on input from community advisors
- Revise modules for formal launch
- Train project team members to update and maintain modules
- Provide routine updates and monthly status reports to project coordinator monthly status reports.

### **Requirements:**

Bachelor's degree. Teaching experience and familiarity with a variety of online instructional technologies, software, and programs, including learning management systems.

- Knowledge of best practices related to online teaching and learning
- Proven portfolio of exemplary web-based interactive instructional modules
- Ability to interpret client needs and produce instructional materials
- Familiarity with adult learning principles and best practices
- Demonstrated experience with a wide variety of educational technology tools
- Familiarity with learning management system platforms (e.g. Blackboard)
- Ability to juggle complex projects with competing priorities and meet deadlines
- Strong intrapersonal and interpersonal skills
- Strong oral and written communication skills
- Ability to solve complex and original problems

**Budget: \$8,000**

### **To apply:**

Please send a letter of interest, resume, and 2-3 sample instructional modules to Carolyn Goldstein, University Archives & Special Collections, Joseph P. Healey Library, UMass Boston, 100 Morrissey Boulevard, Boston, MA 02125 or [carolyn.goldstein@umb.edu](mailto:carolyn.goldstein@umb.edu). Deadline: Tuesday, August 14 2018.