



FEDERATED STATES OF MICRONESIA  
Office of National Archives, Culture & Historic Preservation

P.O. BOX PS 175

Palikir, Pohnpei FM 96941

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## Position Announcement

**Position Title:** Interpretive Specialist

**Implementing Agency:** FSM Office of National Archives, Culture & Historic Preservation

**Location:** Palikir, Pohnpei

**Duration :** 9 months

**Tentative start-up date:** July 01, 2026

**Salary range:** US\$25,000-\$40,000, pending HPF funding

### Objective/Purpose of the Assignment

The Interpretive and Preservation Specialist will support historic preservation education, public outreach, and cultural heritage interpretation initiatives that promote awareness, stewardship, and public engagement with historic, archival, and cultural resources. The position will assist in preservation planning, collection documentation, interpretive development, and community engagement activities consistent with the Secretary of the Interior's Standards and Guidelines.

### Scope of Work

Working under the supervision of the Director and based in the NACH Office, the consultant will:

- Conduct assessments of archival and heritage collections, including inventories, significance evaluations, condition observations, and handling recommendations.
- Document and organize historic and cultural heritage materials in support of preservation planning and public access.
- Develop interpretive plans, exhibit concepts, and non-construction display guidelines for archival and heritage collections.
- Prepare interpretive and educational materials, including captions, narratives, summaries, and outreach content related to historic preservation and cultural heritage.
- Support preservation education and public outreach activities through workshops, community programs, and heritage engagement initiatives.
- Recommend conservation, environmental, and collections care standards for preservation and display purposes.
- Assist in developing preservation-oriented strategies for interpretation and stewardship of cultural heritage resources.

### Qualifications and Experience

- Bachelor's degree or higher in Historic Preservation, History, Museum Studies, Cultural Heritage Management, Anthropology, or a related field.
- Demonstrated experience in historic preservation, interpretation, archives, museums, cultural heritage documentation, or public outreach programs.

- Knowledge of the Secretary of the Interior's Standards and heritage preservation practices.
- Experience working in Pacific Island, Indigenous, or community-based cultural heritage contexts preferred.
- Strong organizational, communication, and collaborative skills.

### **Deliverables**

- Collection Assessment Report
- Collection Documentation and Inventory
- Interpretive and Educational Materials
- Conceptual Exhibit and Display Plans
- Conservation and Environmental Recommendations
- Non-Construction Display Guidelines
- Quarterly Progress Reports
- Final Project Report