Armory History Coordinator
Duluth Armory Arts & Music Center
Independent Contractor | $1,000/month | 8–10 hours per week | Flexible Schedule

About the Opportunity
The Duluth Armory Arts & Music Center is looking for someone passionate about history, storytelling, and community engagement to help us bring the Armory's incredible past to life! From its military beginnings in 1915 to legendary performances by Buddy Holly, Johnny Cash, The Supremes, The Beach Boys, and countless community events, the Duluth Armory has more than a century of stories waiting to be shared.

As we prepare for our reopening in Late 2027, we're seeking a **History Coordinator** to lead a volunteer-driven effort to research, collect, document, and preserve the stories and historical materials that make the Armory such an important part of Duluth's history. This individual will help build a historical collection and work with AAMC leadership to identify opportunities for sharing these stories throughout the restored building and beyond.

Key Responsibilities
Historical Research & Collection
- Lead efforts to research and document the Armory's history, including military activities, music and entertainment, community events, and significant milestones.
- Research and collect historical photographs, newspaper articles, posters, programs, memorabilia, and personal stories.
- Connect with performers' estates, foundations, historical organizations, collectors, and community members to identify historical materials and potential partnerships.
- Identify opportunities for donations or loans of historical memorabilia.
- Organize and maintain an inventory of historical materials, research, and collected stories.

Oral History & Community Storytelling
- Identify and connect with longtime Duluth residents, former Armory attendees, veterans, musicians, and others with personal connections to the building.
- Coordinate and conduct oral history interviews, including video interviews, to preserve firsthand memories.
- Work with senior citizens, families, and community organizations to uncover and document stories from the Armory's past.
- Coordinate volunteers and community partners to assist with interviews, recording, and documentation.
- Help establish a process for organizing interview recordings, obtaining permissions, and preserving stories for future use.

Volunteer Leadership & Project Coordination
- Lead and coordinate a volunteer team focused on historical research, collections, and storytelling.
- Organize and facilitate one volunteer meeting per month.
- Meet with AAMC staff twice monthly to review progress, priorities, and upcoming opportunities.
- Identify research priorities, delegate projects to volunteers, and track progress.
- Help recruit additional volunteers with an interest in history, research, or storytelling.

- Provide regular updates and recommendations to AAMC leadership.

Historical Storytelling & Planning

- Identify significant historical moments, people, and stories that should be highlighted throughout the Armory.
- Work with AAMC leadership and future partners to help determine how historical materials and stories could be incorporated throughout the building.
- Organize historical content that may be used for displays, digital storytelling, educational programming, and community engagement.
- Help identify potential partnerships and resources to support future historical initiatives.

Who We're Looking For

We're looking for someone who is organized, creative, self-motivated, and enjoys connecting with people.

The ideal candidate will have:

- A passion for Duluth history, music, historic preservation, or community storytelling.
- Strong organizational, communication, and project coordination skills.
- Experience working with volunteers or community groups.
- Comfort engaging with people of all ages, particularly older adults, and conducting thoughtful interviews.
- An interest in researching and preserving historical materials and personal stories.
- The ability to work independently while collaborating with staff and volunteers.

Experience with oral history projects, video interviews, historical collections, museums, or archives is a plus, but not required.

Contract Details

Compensation: $1,000 per month
Time Commitment: Approximately 8–10 hours per week
Schedule: Flexible, with some in-person meetings and activities in Duluth
Contract Term: Initial 12-month engagement, with potential for extension
This is a part-time independent contractor opportunity with flexibility in scheduling and the ability to work both independently and collaboratively.

As the Armory moves closer to its Fall 2027 reopening, there may be opportunities for this role to expand in both scope and time commitment as our historical programming and storytelling initiatives continue to develop.

Help Us Preserve the Stories of the Armory!

The work completed through this project will help shape how future generations experience and connect with the Duluth Armory.

Interested?

Please send a brief introduction, relevant experience, and your interest in the project to:
JoinUs@DuluthArmory.org