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Alchemies of Scent
Reconstructing the Practices of Ancient Greco-Egyptian Perfumery:
An Experimental Approach to the History of Science

is seeking to fill a part-time position of Exhibition Coordinator (EC).

Who We Are

We are a 5-year Junior Star Research Project funded by the Czech Science Foundation and hosted at the Institute of Philosophy of the Czech Academy of Sciences.

Our Mission Statement

Our mission is to study the lost art and science of perfume making in Ancient Egypt and Ancient Greece. We publish innovative interdisciplinary research in top academic journals; we also teach the public about our research with interactive perfume-making workshops with professional perfumers and olfactory artists. Our academic readers learn about the complex role of perfume in the history of science and art. Our public audience get to experience the past for themselves and learn about the history of scents used today. Our audience includes historians, olfactory enthusiasts, health care providers, and those interested in complementary approaches to well-being (aromatherapists, herbalists, etc.).

Vision and Plan for Growth

Our vision is to teach public audiences about the history of perfumery through a schedule of exhibitions over the next years. These will help us to showcase our research to a wider audience, increase opportunities for collaboration and funding, and involve the public in an innovative programme of citizen science in Czech Republic.

Goal and Objective of Exhibition Coordinator Position

One of our core missions is public outreach and one of the primary methods of outreach involves exhibitions, workshops, and other public events. The *Exhibition Coordinator (EC)* will work directly under our *Project Coordinator*. They will serve as bridge between the project and outside institutions and partners and will be responsible for the coordination of public events and exhibitions. Specific tasks include:

- developing and assembling teaching materials for our workshops in coordination with researchers: scent installations and perfume making kits
- coordinating with designers and illustrators hired to build our visual identity.
- working with our project coordinator in monitoring budgets posters, printing, etc.)
- arranging for printing and delivery of posters, brochures, leaflets, and any other required promotional materials
- event promotion in coordination with our PR department
- setting up spaces for events (refreshments, snacks, handouts, equipment, and anything that goes into the material and practical side of the event)

These tasks will be carried out with the support of our researchers for our opening project exhibitions:

1. a two-day workshop recreating an ancient Greco-Egyptian perfume recipe on 11-12 June 2022,
2. followed by an exhibition on 17 June 2022 at the Institute of Philosophy's Stars of Philosophy Event.

The EC is also encouraged to look for opportunities for exhibitions and workshops in Prague and other cities, and with our help seek new funding opportunities.

Who we are looking for

We are looking for a person with: excellent organizational skills, excellent communication skills, experience in production and organization of events (references welcome).

We require:

- knowledge of English (min. B2 level)
- diligence (making sure there is a plan and everyone does what they need to do)
- autonomy (a sense of what decisions to make on your own)
- active approach (following up with team members)
- reliability (being on time, keeping deadlines)
- constructive problem solving and practical skills

Interest in humanities is an advantage (philosophy, Egyptology and chemistry). Suitable for university students who wish to gain experience supporting an international scientific team.

Contract Term

Initial term is for 50 hours at 400 Kč / hr (total 20,000 Kč), with possibilities for further event coordination with the project through 2025.

Delivery Date

9–10 June for set-up of event; 11–12 June 2022 attendance and background tasks at workshop; 16–17 June 2022, set-up, attendance and coordination support for Stars of Philosophy performance.

Applications

Applications should include

- Brief statement of motivation in English / 300 words max.
- CV
- Names and contact information of three references

Please address proposals to Mgr. Klára Hlaváčková and send to alchemiesofscnt@flu.cas.cz.

Closing Date

We are accepting applications until position is filled.

Response Time

You can expect to hear a response back from us within two week of having received your proposal.