

HISTORICAL SOCIETY OF CENTRAL FLORIDA

Research Librarian Position Description

Updated 19 March 2018

Application Deadline: Posting Opens 3/20/2018
Posting Closes: 4/3/2018 (or until position is filled)

Salary: DOE \$35,000 - \$40,000 with benefits. Position is Hourly/Non Exempt at 40 hours weekly.
Address: Orange County Regional History Center, 65 East Central Blvd., Orlando, FL 32801

The Orange County Regional History Center, housed in a historic courthouse in downtown Orlando, offers four floors of exhibits exploring 12,000 years of Central Florida's rich heritage. A Smithsonian affiliate, the museum also presents visiting exhibitions and a wide range of programs for all ages. From documenting defining moments in our history, including the Pulse nightclub tragedy, to bearing witness to everyday life, the museum plays an invaluable role by serving as Central Florida's storyteller for generations to come. Please visit thehistorycenter.org.

If interested, email Resume to: Leslyanne.Drake@ocfl.net

Reports To: Curator of Collections

DUTIES AND RESPONSIBILITIES

RESEARCH

- Respond to and facilitate research requests from the public
- Supports museum staff on museum-wide projects by assisting with research
- Produces and delivers presentations and reports on local historical topics as requested by the public or museum staff
- Conducts, processes, and catalogs oral histories
- Conducts and writes original research for museum initiatives

MANAGEMENT OF THE RESEARCH LIBRARY

- Develops goals and objectives for the research library and its use
- Manages the acquisition and care of research materials to the museum including cataloguing, organizing, and classifying of all material
- Monitors condition and security of collection
- Supervises volunteers and interns assigned to work in the research library

COLLECTIONS DUTIES

- Collaborates with curatorial staff on collections-based projects
- Assists with the development of exhibits utilizing library and museum collections

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Bachelor's degree in history, library studies, museum or a related field and at least one year of experience working in a special collection or library. Master's degree preferred.
- Demonstrated research and writing skills
- Knowledge of artifact handling and care
- Strong organizational skills

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned as required to fulfill the directives of the strategic plan or as designated by executive staff. Work environment is primarily in an office with

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some walking and driving between the office to the Museum and local businesses; some light lifting.
*Final Candidates must pass a background check, must be able to live and work in the United States and may be required to pass a drug test.