



## Historic Resource Coordinator

Full Time

Reports To: Executive Director

### Position Summary:

The Historic Resource Coordinator is a full-time member of the Washington County Historical Society team and assists in driving the operations and services of the organization through the stewardship of its historic resources, which range from the mid-19th to the 21st century. This position could be public facing, but definitely requires passion, strong communication skills (written and verbal), and the ability to be personable, outgoing, and detail-oriented. Demonstrable experience using museum cataloging systems is required; however, training is available. Working knowledge of museum and archival practices, as well as research approaches, is required; however, additional training is a possibility.

### Key Responsibilities Centered Around:

- Artifact management
- Document management
- Exhibit rotation
- Research requests
- Research projects (as needed)
- Resource reproduction (as needed)
- Expanding resource accessibility
- Management of volunteers connected to collections
- Select project management
- Delivering 'how-to research' and 'use our resources' workshops (at 2 times per year)
- Submission of research report/article in organization's newsletter for every issue
- Participation in/Co-hosting of the organization's podcast
- Participation and support in select programming and events (as needed)

### Other Responsibilities:

- Excellent customer service is a given
- Acting as a responsible professional and human being is also a given
- Bringing energy, passion, and light-heartedness to the team and organization
- Being creative and understand that the 80/20 rule is a tenet of the team culture
- Flexibility and nimbleness is also a tenet of the team culture
- Fresh ideas and approaches are always welcome
- The obligatory 'Other Duties as Assigned' is also a reality for everyone on the team

### Compensation Package:

- Paid Time Off
- 100% Employer Paid Health Insurance
- Employer contribution to a Health Savings Account
- Access to a SIMPLE IRA retirement program with 3% Employer Contribution
- Professional Development Funds
- Semi-flexible schedule
- \$42,000 salary

Please send all inquiries, including cover letters and resumes to [steves@thetowerheritagecenter.org](mailto:steves@thetowerheritagecenter.org).