Job Title: Historian
Location: Regional History Center
Full/Part-Time: Full-Time (On-site)
Regular/Temporary: Regular
Application Deadline: November 18 or until the position is filled

TO APPLY: Please visit www.ocfl.net. Click on the employee tab, then career opportunities, and then external applicants. Search for job ID 30450 and click on the link. You will then be directed to apply for this specific job posting.

Overview:

The Orange County Regional History Center is seeking a highly qualified individual to fill the position of Historian (Museum Registrar). The History Center is a national multi-award winning, AAM accredited, and Smithsonian affiliated institution centered around its mission: to serve as the gateway for community engagement, education, and inspiration by preserving and sharing Central Florida’s continually unfolding story.

The Regional History Center is currently seeking a qualified professional to fill the position of Historian. This position will be responsible for assisting with internal and external research in the collection, as well as the management and growth of the museum’s oral history collection including acquisition, storage, and preservation.

Reports to: Curator of Collections

Representative Duties

• Assists in managing and expanding the oral history collection.
• Communicates and works with a variety of organizations, institutions, individuals, and community members to collect oral histories and conduct research.
• Processes interviews according to standard museum practices, including recording field notes, preparing audio logs, cataloging oral histories, and preparing interviews for transcription.
• Identifies, researches, and prepares oral histories and other research for exhibitions and other museum projects.
• Assists with both internal and external stakeholder research pertaining to the collections.
• Coordinates, trains, and supervises departmental volunteers.
• Prepares and participates in special events, public programming, and museum presentations.
• Ensures adherence to best standards, principles, and practices in the preservation and care of museum materials and remains aware of emerging technologies and trends.
• Performs other related duties as assigned.
Minimum Qualifications
Bachelor’s degree from an accredited institution in history, museum studies, library sciences, anthropology, or a closely related fields and two years of experience working in a museum, archive, library, university, or closely related field. Due to the nature of the oral history collection, candidates must be able to listen to audio recordings for extended periods. Candidates must also be able to work with potentially difficult or traumatic material. Must possess a valid license to operate a motor vehicle.

Preferences
• Master’s degree from an accredited institution in history, museum studies, library sciences, anthropology, or a closely related field. One year of direct experience with collecting and processing oral histories.
• Verbal proficiency in Spanish, or another foreign language, preferred.
• Experience conducting a breadth of work in collections and exhibits.
• Energetic, personable, courteous, and professional when engaging visitors and the community.
• Have a high attention to detail that requires minimal oversight.
• Be open to suggestions and actively strive for best practices in the museum and non-profit fields.
• Effective and exceptional written and verbal communication skills with both internal teams and external stakeholders and donors, as well as in public speaking.
• Familiarity with Proficio and Preservica databases.

The Orange County online application, in addition to a cover letter and resume, must be completed for a candidate to be considered. Complete work history, including internships and volunteer positions must be included in the online application or it will be deemed incomplete and may not pass screening. Please include a cover letter and resume as a single PDF document during submission.

The above description and qualifications are not all-inclusive and represent 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 the museum. Work environment is a combination of office setting with some driving between the office to the museum and off-site storage; must be able to lift up to 25 pounds.

*Final Candidates must successfully pass a background screening and fingerprinting, must be able to live and work in the United States, and will be required to pass a drug test. Interview and relocation expenses are not offered.

Additional Information:

Hours Per Week: 40 Hours, exempt
**Schedule:** Generally, 8:00 am – 5:00 pm, Monday – Friday, evenings and weekends may be required.

**Primary Work Location:** Orange County Regional History Center, 65 E. Central Blvd., Orlando, FL 32801 with significant portions of time spent at the offsite facility located approximately 30 minutes from the museum.

**Salary:** $21.02 to $28.00

*Potential salary exceeding the minimum is evaluated by Human Resources and the Department Director*