

Fort Monroe Authority

Position Description- Museum Historian

Job title:	Casemate Museum Historian
Department:	Casemate Museum
FLSA status:	Full time-exempt
Work Conditions:	Museum environment in historic building. Moderate to heavy lifting; ability to climb ladders. 40-hour work week; requires weekend work.
Salary:	\$37,800-\$42,600 annually
Reports to:	Director of Casemate Museum

Responsibilities:

1. Responsible for answering research requests from the public and Fort Monroe Authority staff.
2. Responsible for the effective operation of the museum's research operation.
3. Serve as principal researcher on all archive and library projects.
4. Play an essential role in exhibit development working with museum staff to create innovative and diverse exhibits that will engage existing and new audiences. Support exhibits by conducting additional research as needed.
5. Maintains work in accordance with the American Alliance of Museum's Standards and Best Practices for U.S. Museums.
6. Assists the Managers of Education and Visitor & Education Center program development including conducting guided tours.
7. Serves as key member of the museum planning team for all major exhibitions.
8. Collaborates with the Museum Director and museum staff in developing programs pertaining to the museum's mission, exhibitions and collections.
9. Assists Museum Director in grant writing activities related to preservation, collections and exhibitions.
10. Assists Museum Director with general administrative duties as assigned including the communication of FMA research policy and procedures as they are developed.
11. Serves as weekend Duty Officer, on a regular basis.

12. At the direction of the Casemate Museum Director, supports the National Park Service (NPS) Superintendent and the NPS Monument staff.
13. At the direction of the Casemate Museum Director, collaborates with the Casemate Museum Foundation, the Fort Monroe Foundation and the National Center for Freedom.
14. Additional duties as assigned by the Director of Casemate Museum.

Qualifications:

- Undergraduate degree in History, or related program. Master's degree preferred.
- Three to five years' experience in related field or equivalent work experience.
- Ability to organize a research facility including creating finding aids.
- Strong working knowledge of research techniques, methodologies, and procedures
- Ability to identify and gather primary and secondary source materials in libraries, archives, and other facilities.
- Ability to apply research to the production of scholarly writing.
- Highly motivated individual with ability to multitask.
- Excellent organizational and planning skills.
- Ability to manage competing deadlines and work efficiently both autonomously and with a team.
- Excellent verbal and technical writing skills.
- Computer skills in Microsoft Office and knowledge of other office equipment.

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

The Fort Monroe Authority is an Equal Opportunity Employer; in compliance with EEOC.

This position will be posted as open until filled.

To apply please forward (1) a copy of your resume, (2) a cover letter and (3) an FMA Job Application (available on our website at www.fortmonroe.org).

to:

Joan F. Baker
Human Resources Manager
jbaker@fortmonroe.org

Or mail to:

Joan F. Baker
Human Resources Manager
20 Ingalls Road
Fort Monroe, VA 23651

Incomplete applications will not be considered.