

Windsor Historical Society
Position Opportunity: Community History Specialist

April 19, 2021

Windsor Historical Society, established in 1921 to serve as the principal historical organization for Connecticut's oldest town, seeks a talented, creative and energetic history professional to help fulfill its vision for its second century. As we enter our second century, we aspire to "be first in our region to center our history and culture on the lives of racially and ethnically diverse members of our community." Our work is rooted in the history, stories and voices of all community members, and this position will play an important role in this ongoing effort.

Duties: Collaborate with Society staff, volunteers, and Windsor residents of all ages to foster community engagement with the Society, Windsor history, and their own history. Support implementation of WHS strategic plan by developing and implementing new and innovative historical programs and initiatives.

Under direction of the Executive Director and in collaboration with colleagues:

1. Learn about Windsor's history, culture, and people to focus new and existing programs, activities, and events on the needs and interests of Windsor's diverse community.
2. Engage with the Windsor community by assisting with or leading Society research, oral history, asset mapping, or other programs and projects designed to collect, preserve, and interpret resident narratives and stories.
3. Work with Society staff, volunteers and Windsor residents to improve existing and develop new programs, exhibits or other media that give voice to resident narratives and stories.
4. Assist with the transformation of existing museum and digital spaces and/or the development of new spaces in the community that help the Society meet people where they are and address their needs and interests.
5. Assist with development and presentation of school and youth programs and with expansion of the Society's engagement with high school and young adult audiences.
6. Represent the Society on community committees and as a public speaker.
7. Generate content for social media, newsletter and website; assist with website updates.
8. Other duties as assigned, including weekend and evening duties, to ensure the smooth and effective functioning of the museum and its programs. In absence of volunteers, greet guests, sell gift shop items, give tours of historic houses, and assist patrons in the Research Library.

Qualifications:

1. Demonstrated commitment to diversity, equity and inclusion.
2. A combination of experience and education equivalent to a graduate-level degree in history, American studies or public history, including knowledge of Connecticut and U.S. History.
3. Experience conducting historical research and community-based research and programming.
4. Experience with public speaking, teaching and/or working with children and young adults.
5. Excellent organizational, communication, research, computer, social media skills.
6. Comfort with or preference for working collaboratively through teams and partnerships.
7. Flexibility with the working environment of a small museum.
8. Experience with a variety of social media and other digital communications preferred.

This is a 35 hours per week full-time, salaried/non-exempt position requiring some weekend and evening hours. The position will require employee to lift, bend, stoop, walk, speak, and stand for up to 7 hours in a day. Windsor Historical Society is an equal opportunity employer and encourages applications from people of color, women, and LGBTQ+ applicants. Salary range: \$30,000 – 35,000 annually, based on experience, plus benefits. **To apply: Send cover letter, resume, list of three references, and one writing sample to: dshipman@windsorhistoricalsociety.org.**
Interviews conducted on a rolling basis - position open until filled.