



County Historian's Office

Put your computer and research skills to use with our historical and archival material to gain a better sense of public history, archives & collections management, online exhibition building, and other projects!

Role and Responsibilities:

- Assist with HRVH digital scanning/metadata initiative
- Assist with archives collections management
- Assist with genealogy and other historic topics research (e.g. Philipse Patent, events leading up to the Revolutionary War, etc...)
- Assorted clerical duties, ability to lift and shelve archival boxes (up to 40 lbs.)
- Attend special events as needed (act as a representative of Historian's Office at 4H fair, ceremonies, etc...)

Qualifications and Education Requirements:

Must be enrolled in College at the time of application, will consider motivated HS

Specific Majors, Coursework or Background that may be helpful to this work:

- Archival/Library Science/Information Management
- Public History

Preferred Skills:

- Strong PC/Microsoft Suite/Adobe computer skills
- Scanning & Metadata Entry
- Ability to multitask, friendly attitude, and ability to work with the public
- Scholarly research skills
- Indexing

Additional Notes:

- This is a part time office, so schedule flexibility is key!
- Majority of hours can be completed Monday – Thursday, some weekends and/or evenings may be required

Department: County Historian's Office

Location: 68 Marvin Avenue
Brewster, NY 10509

Salary: High School Student \$9/hr.
College Student \$10/hr.
Graduate Student \$11/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Sallie Sypher/Jennifer Cassidy

