



Historian and Project Manager, Revealing Long Island History

Job Description

The Historian and Project Manager for *Revealing Long Island History* will oversee a new and important collection processing and research initiative at Brooklyn Historical Society (BHS). This three-year project, funded by the Robert Gardiner Foundation, will lead to greater public access to many of BHS's collections related to the history of Long Island, and will inform BHS's collection policies, exhibitions, publications, education programs, web presence, and more. The Historian and Project Manager will play an essential leadership role in meeting these major institutional goals.

Duties include conducting extensive primary and secondary source research; writing research reports and narratives; coordinating closely with Library & Archives staff; engaging consultants; and with support of the Director of Public History and key Library & Archives staff, overseeing budgets and workflow. The position will support other relevant Public History projects as needed.

The ideal candidate brings both scholarly rigor and hands-on museum experience to the position, and is committed to a practice of history that honors the diversity of Brooklyn's communities, past and present. He/she/they is thorough and detailed oriented, a skilled writer, and an excellent communicator.

This position reports to the Director of Public History, and works in close collaboration with the Managing Director of the Library & Archives, other Archives and Collections staff, and a range of consultants as needed. The Historian and Project Manager will also communicate regularly with Development Staff and the President of BHS. There is a strong possibility that the project will continue with renewed funding and additional components to the project.

Job Responsibilities

- Conducting historical research and producing research reports related to BHS collections, the history of Long Island, and American history writ large
- Overseeing project work plan and multi-person project team, and collaborating with Library & Archives staff to ensure the timely completion of collection processing and cataloguing, digitization, research, and the creation of tools enabling public access to collections
- Maintaining and organizing research files and databases
- Managing the project budget in collaboration with the Director of Public History and Library & Archives staff
- Writing content for websites, funder reports, and other deliverables to be determined
- Consulting with external experts (art historians and decorative arts consultants, translators, conservators, photographers, and others as needed)
- Serving as representative for the project to internal staff, external contractors, and other stakeholders

- Giving presentations to diverse audiences, including staff and public connected to smaller historical societies and college audiences in the Long Island region
- Contributing to other public history projects as needed
- Advising BHS staff on history, historiography, and historical interpretation
- Participating in institutional committee work as needed and appropriate

Required Qualifications

- MA or PhD in History or similar field
- Minimum of two years' experience working with a museum, archives, or historic site
- Extensive knowledge of American, New York, and Brooklyn history
- Extensive experience working with primary source resources, archival collections, and museum artifacts
- Commitment to researching and telling the histories of underrepresented or marginalized people
- Excellent writing and public speaking skills
- Professional, thorough, and detail-oriented
- Experience as a project manager at an institution or on a multi-person team
- Ability to read handwritten manuscript documents
- Effective, open, and collegial communicator and listener with colleagues and vendors

Preferred Qualifications

- Experience with PastPerfect or other museum and archives software
- Digital humanities experience
- Intellectual focus on decorative arts or material culture

Compensation and Details

The start date for this full-time position is late May. Work hours are Monday through Friday, 9am to 5pm with some flexibility and occasional evening work. The salary for this position is \$60,000 plus benefits.

To Apply

Please e-mail cover letter and resume to apply@brooklynhistory.org, with "Historian and Project Manager" in the subject line. After an initial application review, BHS will request a writing sample and references from selected candidates.

Brooklyn Historical Society is an Equal Opportunity Employer

Our work is strengthened by the wide range of perspectives, positionalities, skills, and experiences of our present and future staff. Our staff value the organization's mission, and bring a deep respect for difference to all we do. We are dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability, sexual orientation, gender identity or expression, or any other basis prohibited by federal or state law.

Posting Date

April 20, 2018