

## ***Inclusive History Researcher, Curation and Design Team***

The Delaware Division of Historical and Cultural Affairs (Department of State), seeks an enthusiastic and experienced individual to work with Division staff to expand our knowledge base to include more diverse communities and topics in Delaware history.

The Inclusive History Researcher, Curation and Design Team will research topics pertinent to the state collections and overall material culture for Delaware at the direction of the Engagement and Collections Manager. Depending on the research project, this position will coordinate with the Curator of Historic Collections, Collections Manager, Curator of Archaeology, and Deputy Director.

The position is casual/seasonal and limited to 29.5 hours per week. Scheduling is flexible and remote work is available. The position will be based in Dover, DE. The pay rate is \$16.87/hour.

### **Responsibilities:**

- Conducts research in support of the collections within the Division as identified by the Engagement and Collections Manager and Deputy Director.
- Works with immediate supervisor, and appropriate Division staff to develop research plans.
- Effectively communicates information with Division staff for project, program, and/or collections planning and management.
- Presents findings to internal and external groups.

### **Knowledge and Abilities:**

1. Interest in local history and a readiness to learn and expand knowledge of Delaware history;
2. Strong written and oral communication skills with attention to details;
3. Excellent interpersonal skills to work with diverse volunteers, staff, and residents;
4. Strong organizational and project management skills with ability to work independently, proactively and as a team member with ability to work well under pressure and manage multiple deadlines at once;
5. Computer literacy, particularly in Outlook, Word, Excel, Power Point;
6. Ability to utilize videoconferencing programs such as Zoom and Teams for meetings;
7. Must have a valid driver's license.

### **Position Requirements:**

1. Six months experience in record keeping.
2. Knowledge of museum practices such as collections management, research, exhibit design, handling of collections, preservation or maintenance of historic buildings, conducting museum educational programs or tours.

3. Knowledge of public relations, media relations or communications such as establishing and promoting a positive image with the public, informing or influencing specific audiences through the use of internal and external communications such as public forums, journalism, writing, marketing, advertising, social media, promotions, or special events.
4. Writing sample of research work.

### **Potential Projects:**

1. Nassau School #198-C Project
  - a. The goal of this project is to conduct research on the lived experiences of the students and teachers who attended the Nassau School. This project will also provide information on Belltown and the Nassau School's role in the community as well as its role in the story of the DuPont schools. To this end, we will develop a historic context of the Belltown community which will be combined with oral histories in an online interface that is available for public education and engagement.
2. DuPont Schools Network
  - a. Take the lead on creating the network and providing assistance to the various organizations in the network. The goal is that this Network will operate as its own institution in the future but this position will help get it off the ground by being a point of contact and administrative support.

### **Delaware Division of Historical and Cultural Affairs**

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the Division's Statement on Race and Equity at <https://history.delaware.gov/about-agency/>

Closing date: 3/27/2024

