



Example of Historian Job Description

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Our innovative and growing company is looking for a historian. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for historian

- Conduct detailed historical research at libraries and archives and in various electronic databases and specialized industry resources
- Synthesize records obtained from primary and secondary source materials in a concise manner
- Contribute to written work product and presentation materials for clients, including reports, maps, graphs, and charts
- Employ commonly used software tools to organize, analyze, and present work findings
- Prepare time and expense reports, participate in practice group and office meetings, and handle general case administration duties
- Undertake other duties as assigned, including out-of-state research trips lasting up to two weeks per trip
- Be autonomous and support (you) to use initiative
- Be accountable and performance driven
- Work flexibly with a focus on outcomes, not hours
- Problem-solve collaboratively together

Qualifications for historian

- Previous experience with inventory and evaluation of historic resources, including preparation of California Department of Parks and Recreation documentation forms
- Working knowledge of the history and architectural history of the San Francisco Bay Area and/or the Sacramento Valley

Recreation documentation forms

- Associate degree of equivalent
- A minimum of 1-year experience working with IP
- Using the Society's internal database, the Internet, and other available and applicable research resources to gather historical information