

## **COUNTY HISTORIAN JOB DESCRIPTION**

### **Purpose**

County historians serve as volunteers appointed by the Indiana Historical Society (IHS) and Indiana Historical Bureau (IHB) to promote local history in their counties, connect individuals and groups with history resources, promote collaboration between local history organizations, and maintain connections with the Indiana Historical Society and Indiana Historical Bureau.

**The position of county historian is a voluntary, working position. No funds are available for salary or expenses.**

### **Responsibilities**

- Respond in a timely manner to inquiries from individuals and organizations and connect them with the appropriate resources.\*
- Conduct historical research as needed for any projects the county historian wishes to undertake, or upon request by the IHS or IHB.
- Maintain connections with all historical entities in the county and encourage cooperation between these organizations.
- Maintain contact with the IHS and IHB and respond to any requests for information.
- Keep records of county historian work, including tracking contacts, submitting reports as requested, and responding to the annual county historian survey.
- Attend county historian training opportunities and meetings.
- Monitor and report the condition of markers for the IHB and encourage the marking of worthy sites; promote historical marker dedications.
- Provide input to the county records commission and the Indiana State Archives to assure the proper disposition of local public records and notify the Indiana State Archives regarding illegal destruction of public records.
- Maintain a personal handbook of information about statewide and local history resources. County historians should pass along their handbooks to successors.
- Notify the IHS Local History Services department of any newly-formed or closed historical organizations in their county, as well as any changes in contact information.
- Other duties as required.

In addition to the responsibilities listed above, the county historian may also engage in other activities that interest them and meet needs in the community.

*\*Fulfilling research requests for the public is not required of county historians but may be carried out at their discretion.*

### **Qualifications**

- Well-acquainted with and interested in the county and its history.
- Available for contact.
- Able to travel within the county.

- Have a current email address that can be used for county historian work. If the county historian does not have an email address, the IHS Local History Services department can help them to set up an account.
- Willing to devote time and effort to learning new methods, technologies, and sources of information.
- Courteous, professional, and personable when dealing with the public, as well as dependable and punctual.

### **Term of Appointment**

County historians are appointed to 3-year terms,\* and may be reappointed to additional terms. If for some reason a county historian cannot complete their term, they may retire at any time.

*\*If a county historian is appointed to fill a position vacated mid-term by a previous county historian, the new county historian will fill the remainder of the current term and then be eligible for re-nomination for a new 3-year term.*

### **Time Commitment**

The amount of time a county historian will spend in their work varies greatly depending on the activities in which they choose to participate. At minimum, a county historian should plan to spend at least one hour or more per week dedicated to county historian work.

### **Support**

County historians have access to training, annual meetings, a guidebook, and the following resources:

- Stationery, business cards, and address labels.
- A county historian name badge.
- Contact tracking sheet.
- The County Historian Update monthly e-newsletter.

A mentor will be assigned to each newly appointed county historian. In addition, staff at the IHS and IHB are available for questions and assistance.

### **Benefits**

- Complimentary membership to the Indiana Historical Society for the duration of the county historian appointment.
- Network with county historians across the state.
- Updates on history resources and news.
- Connections with statewide heritage organizations.

Thank you for your dedication to supporting local history!