

## **Job Description: – Researcher - Kennebec Historical Society**

### **General:**

Researchers are responsible for providing information from the KHS Archive and Library to individuals who request it. The same skills may be applied to internal searches and to prepare articles for the Kennebec Current.

### **Status:**

- A part-time, volunteer position
- There can be several researchers at any given time
- Generally required to work at the society headquarters
- Reports to the Society Librarian

### **Qualifications:**

- Good knowledge of KHS finding aids and the library holdings of the society
- At least moderate computer skills
- Ability to communicate by e-mail

### **Specific Tasks:**

- Answers e-mail, telephone and postal inquiries for information from Kennebec County
- Answers are generated by searching library references and archival documents accessed by using the Collections Database and other finding aids
- Keeps records of questions asked and the answers provided
- Determines if the requested research can be accomplished in 1 hour or less; if it can't, informs the requestor that a greater time is required and that a fee will be charged
- If the fee is accepted, conducts the research
- May perform searches at the request of the Archivist, Librarian or President in support of the Society's mission
- May prepare research reports for the society newsletter
- Regularly logs hours worked in the Society Volunteer Hours Log

### **Time Commitment:**

2 -5 Hours per week

### **Goals:**

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