

THE MONDAY CLUB OF SAN LUIS OBISPO COMMITTEE CHAIR POSITION DESCRIPTION (2015)

Position Title: Historian

Term: One Year Upon Appointment by the President

Job Duties: Research, analyze, record and interpret the past as recorded in sources, such as government and institutional records, newspapers and other periodicals, photographs, interviews, films, and unpublished manuscripts, such as personal diaries and letters.

- 1) Organize data, and analyze and interpret its authenticity and relative significance.
- 2) Gather historical data from sources such as archives, court records, diaries, news files, and photographs, as well as collect data sources such as books, pamphlets, and periodicals.
- 3) Trace historical development in particular field, such as social, cultural, political, or diplomatic history.
- 4) Conduct historical research as a basis for identification, conservation, and reconstruction of historic places and materials.
- 5) Teach and conduct research in schools, museums and other research agencies.
- 6) Conduct historical research, and publish or present findings and theories to the board of directors.
- 7) Speak to various groups, organizations, and clubs in order to promote the aims and goals of historical societies.
- 8) Prepare publications and exhibits, or review those prepared by others in order to ensure their historical accuracy.
- 9) Research the history of a specific time period.
- 10) Present historical accounts in terms of individuals or social, ethnic, political, economic, or geographical groupings.
- 11) Determine which topics to research, under the guidance of the board of directors, or pursue research topics specified by the board.
- 12) Organize information for publication and for other means of dissemination, such as use on the website or Facebook
- 13) Research and prepare manuscripts in support of public programming and the development o exhibits at historic sites, museums, libraries, archives, schools
- 14) Advise or consult with individuals and institutions regarding issues such as the historical authenticity of materials or the customs of a specific historical period
- 15) Interview people in order to gather information about historical events, and to record oral histories
- 16) Recommend actions related to historical art, or documents, and which items should be added to collections, archives, or which items to display as an exhibit