



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

## **HISTORICAL MARKER SURVEY COORDINATOR**

Announced April 28, 2008

### **The Organization**

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society is a private, non-profit organization that serves as the historical society for the state of Georgia. GHS is the oldest cultural institution in Georgia and one of the oldest state historical societies in the nation. For nearly 175 years, GHS has fulfilled its mission to collect, preserve, and share Georgia's history by presenting a variety of educational programs, authoring publications on Georgia and southern history, and by operating a library and archives at its statewide headquarters in Savannah.

### **Position Summary**

Working independently and on a self-initiating basis, the Historical Marker Survey Coordinator will work in consultation with GHS staff to conduct a statewide survey of Georgia historical markers. The purpose of the survey is to secure marker locations, identify missing and damaged markers, document marker subjects and text, and secure photo documentation of existing markers. The survey results will help to inform the development of new historical markers. This position requires extensive travel throughout the state of Georgia.

### **Specific Responsibilities (incumbent may perform other duties as assigned)**

The statements below describe the scope of responsibilities and essential job duties of this position, but should not be considered an all-inclusive listing of work requirements. Incumbent may perform other duties as assigned.

- Consult existing resources on Georgia historical markers (guides, websites, etc.)
- Assist in the creation of a survey tool for a statewide historical marker study.
- Conduct statewide survey of existing historical markers including documenting location (GPS coordinates), condition, subject, and marker text. Ensure photo documentation of each marker.
- Create and maintain internal historical marker spreadsheet and/or database. Generate weekly progress reports for submission to supervisor.
- Upload information directly onto GHS's Web site, creating an up-to-date public database of Georgia's historical markers.
- Consult with GHS staff and other project consultants on potential new marker topics, development of driving trails, development of electronic publication(s), etc.
- Research topics and write text for new markers.
- Coordinate the casting, delivery, and installation of these markers throughout Georgia.

**Supervisory responsibilities:** Not applicable.

**Experience/Skills Required:**

*Knowledge, skills and abilities:* Successful candidate must be a self-starter with flexibility and a willingness to get the job done. Excellent interpersonal and communication skills. Must have strong attention to detail and excellent proofing skills. Must represent the Society in a professional manner.

*Education:* Bachelor of Arts in History, Masters degree preferred. Knowledge of American History, particularly 19<sup>th</sup> century preferred.

*Required Experience:* Valid driver's license and vehicle with proof of valid insurance (mileage reimbursement available). Position requires extensive travel (75%). Strong computer skills, including knowledge of MS Word, Excel, Outlook, and Access.

*Preferred Experience:* Familiarity with GIS preferred. Knowledge of GPS systems and photography experience a plus.

**To Apply**

Send cover letter, resume, and salary requirements to:

Historical Marker Survey Coordinator Search

Georgia Historical Society

501 Whitaker Street

Savannah, GA 31401

Fax: (912) 651-2125

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

No phone calls please.