

NEW-YORK HISTORICAL SOCIETY

JOB DESCRIPTION

JOB TITLE: Education Research Assistant – Early Colonial Women Project

DEPARTMENT: Education

REPORTS TO: Associate Director of School Programs

JOB SUMMARY:

The New-York Historical Society is seeking a part-time, temporary Research Assistant to serve as the lead researcher for the early colonial unit of *Women and the American Story*^[1], a comprehensive US women's history survey curriculum guide. This project is led by the New-York Historical Society's (N-YHS) Education Department.

Drawing on world-renowned collections and a staff of passionate professionals, N-YHS Education engages learners of all ages in the study of our collective past to deepen content knowledge, develop 21st century skills, and foster an empowered and engaged citizenry. We believe in the power of authentic historical study to spark curiosity and creativity, to promote cultural understanding, and to strengthen our democracy.

Women and the American Story^[2] will help teachers in grades 6-12 weave women's experiences, perspectives, and contributions across the full sweep of American history. When complete, the guide will comprise nine units from roughly 1492 – 1989. The early colonial unit will span roughly 1500-1700 and will be divided into four modules: Dutch, French, Spanish, and English colonialism, and will weave the experiences of native women throughout all four units.

The Research Assistant will conduct research in the N-YHS collections, including the museum collection and in the Patricia D. Klingenstein Library, a world-renowned special collections library. In the initial phase of work, s/he will develop an extensive list of N-YHS's holdings in relation to this theme, including new acquisitions and un-catalogued materials. In the second phase, s/he will partner with the Associate Director of School Programs to curate this list and conduct further research, looking for themes, topics, and individuals that may help students and teachers better understand the daily lives and experiences of colonial women. Throughout the project, the researcher will work closely with librarians and curatorial staff to gather information about relevant sources and identify, as-needed, partner institutions where additional research may be conducted.

The Education Research Assistant is a part-time, temporary position. Candidates must be available 20 hours per week for 16 weeks (approximately November-March). The schedule is flexible and may vary

week-to-week, but this work must be conducted during the library's open hours: Tuesday-Friday, 10:00am-4:45pm.

Compensation: \$25 per hour

EDUCATION: B.A. in History required. Candidate must also have or be currently pursuing an advanced degree in American History or Women's History, with a specific focus on American colonial history.

EXPERIENCE:

- Extensive experience conducting archival research required, with experience conducting research in museum collections a plus
- Experience writing for an audience of middle/high school teachers and students a plus
- Excellent organizational skills
- Excellent attention to detail
- Ability to set and meet deadlines
- Strong computer skills including Excel, Word, Google Docs, and Dropbox

ESSENTIAL JOB DUTIES:

- Conduct research in N-YHS library and museum collections to identify primary source holdings related to the theme of women in the early colonial era.
- Identify primary sources to be included in the curriculum and develop a list of possible themes, topics, and individuals to be highlighted
- Conduct additional archival research and write brief descriptions on those sources selected to appear in the guide
- Liaise with education, library, and museum staff as-needed

Additional duties as requested.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee with or without accommodation, to successfully perform the essential functions of this job.*

This position will require the employee to lift, bend, and stoop. Sedentary computer work is also required.

This is largely a sedentary role using a computer; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary.

For consideration please send a cover letter, resume and salary requirements to:

resumes@nyhistory.org Please reference the job title in the subject line.

The New-York Historical Society is an Equal Opportunity Employer