

Seed Savers Exchange, Inc.
Job Description

Job Title: Assistant Seed Historian

Department: Preservation

Reports To: Seed Historian/Head of Preservation

Status: This is a 40 hour/week, grant-funded position not to exceed 1 year.

FLSA Status: non-exempt temporary full-time

Deadline: applications must be received by 1 September 2015

Revision date: August 2015

Wage: \$13.00-14.40/hr

Seed Savers Exchange is currently hiring an **Assistant Seed Historian** to research and document the histories of bean varieties in the historic Withee Bean Collection. The Assistant Seed Historian will utilize organization documents, seed catalogues, agricultural reference books, interviews, and other media to compile and summarize supporting documentation into an Access database. The Assistant Seed Historian may also contribute to a planned web exhibit of the collection.

Essential Duties and Responsibilities:

Job responsibilities for this position include, but are not limited to:

1. Conduct historical research on special collections accessions using internal documents, seed catalogues, reference books, interviews, and other media.
2. Contact donors, family members of donors, experts, or other individuals to collect oral histories.
3. Organize and document Collection materials such as personal letters, news articles, images, or other forms of reference materials. Digitize photographs and relevant documents.
4. Summarize histories using institutional standards.
5. Track research progress on individual accessions within an Access database.
6. Track and report project activities and progress to the Seed Historian and Seed Bank Manager as requested.
7. Perform additional duties relevant to the project as assigned by the Collection Curator or Seed Bank Manager.

Qualifications:

- Minimum of an Associate's degree in history or a related field
- Demonstrated ability to keep accurate, detailed records while working on multidimensional projects
- Demonstrated ability to conduct historical research using both written documentation and oral histories
- Demonstrated ability to work independently, to proactively address challenges, and to be flexible on the job
- Experience working in complex databases and developing web exhibits is beneficial

To apply, please email a cover letter, resume and contact information for three references to jobs@seedsavers.org. Please include 'Assistant Seed Historian' in the subject line of your email. Seed Savers Exchange is an equal opportunity employer.

Or mail to:

Seed Savers Exchange

Attn: Karen Anderson, Human Resources Specialist

3094 North Winn Road

Decorah, Iowa 52101