**ARCHIVES PROCESSOR & RESEARCH ASSISTANT**

**The History Center**

**Diboll, Texas**

The History Center invites dynamic, innovative, and service-oriented individuals to apply for its archives processor & research assistant position. Job responsibilities include working with the archivist and other staff in arranging, describing, preserving, and providing public access to the Center’s research materials; providing reference and research assistance to the Center’s patrons; assisting in the preparation of exhibits; providing occasional tours and other educational programs; performing other duties as assigned.

Requirements include a bachelor’s degree from an accredited school with a major in history, government, library and information science, or related discipline; knowledge of historical research methodology; excellent communication skills.

Preferred qualifications include some graduate school experience; coursework in public history and archives management; knowledge of Texas history; experience with database management applications; work experience in a public history environment or library.

Salary: $47,000 - $51,000 commensurate with experience, with excellent benefits.

The History Center’s mission is to collect, preserve, and provide access to the history and historical records of our region and its people for the educational benefit of present and future generations. For more information about The History Center, visit [www.TheHistoryCenterOnline.com](http://www.TheHistoryCenterOnline.com/)

To apply, send a letter of interest, resume, and list of three references with contact information to Jonathan K. Gerland, Executive Director, The History Center, at jgerland@TheHistoryCenterOnline.com or 102 N. Temple Dr., Diboll, TX 75941.