

Rocky Hill Town Historian: Roles & Responsibilities

DUTIES:

1. Responsible for acquiring, preparing, recording and reporting facts about historically significant Rocky Hill-related events and people.
2. Collaborates with the Rocky Hill Historical Society on discovery, cataloging, and preservation of documents, artifacts, photographs, and recorded video and audio records.
3. Collaborates with town agencies on historical issues.
4. Collaborates with other persons and groups interested in the history of Rocky Hill.
5. Collaborates with other town and state organizations such as the Connecticut Historical Society, town and city historical societies, Connecticut League of Historical Organizations (CLHO), etc.
6. Coordinates historical research and subsequent presentation activities among Town agencies such as the Town Clerk's office, the Cora J. Belden Library, the Rocky Hill Historical Society, etc.
7. Reports to the Town Council as required on history-related issues.
8. Submits reports as required on the Historian's activities and accomplishments.
9. Supports petitions for funding history-related projects and other activities.

REQUIRED SKILLS AND ABILITIES

1. Strong knowledge of Rocky Hill history.
2. Knowledge of sources for Rocky Hill history, including but not limited to people, collections, computer tools, and computer resources.
3. Knowledge of tools and techniques for historical research and writing.
4. Writing and platform skills required for documenting and presenting Rocky Hill history.
5. Before appointment, skills and abilities are vetted and attested to by principals of the Rocky Hill Historical Society and Town Council.

TYPICAL ACTIVITIES

Collect, organize, and deliver historical information to the Rocky Hill Historical Society and/or other town agencies for informational and archival purposes. To this end, the historian will sign all submissions, date them, and define information sources in footnotes, endnotes, or a bibliography as appropriate.

Organize and present information related to Rocky Hill history in public forums as required.

Compose papers, articles and other written documentation as requested.

Review and advice on historical work of other persons doing historical research.

Consult and share information with other historical societies and organizations.

Provide lectures and presentations on topics related to Rocky Hill History as required.

Plan for a graceful handoff to the next Town Historian.

WHAT A HISTORIAN IS NOT

1. The historian is not an antiquarian. While the Town Historian may support the Rocky Hill Historical Society or other agencies in these activities, the historian doesn't assemble or maintain collections or the components of collections. The historian's role is to assemble artifacts, unit facts, and other stand-alone pieces of history into coherent, historically significant patterns.
2. The historian is not an archivist. The historian's function is to support, research, and make use of archival resources. Archives are typically kept by town agencies and the Rocky Hill Historical Society. The historian should, however, maintain notes, drafts, etc. in good order, ready for a successor to pick up and use.
3. The historian is not an event coordinator. The historian has no formal responsibility for activities such as parades, commemorations, etc.
4. The historian is not a genealogist. While the historian may use or provide genealogical information, it is not part of the historian's role to conduct genealogical research on demand.
5. The historian should not be part of an historical agency's staff. Historians should not hold an office in the local historical society that is a private membership organization. The local historian is under obligation to provide unbiased service to all citizens and organizations. The historian may, however, be a member of the historical society and serve as the Rocky Hill Historical Society's resident historian as long as the historical society's resident historian doesn't fill a management role or vote on Executive Committee issues.
6. The historian cannot be a partisan political functionary. The historian must produce objective, unbiased history which is as factual as resources allow.