

# San Antonio African American Community Archive and Museum (SAAACAM)

## Volunteer Roles and Capacities

2019-2020

### Position: Historian

<b>Reports To:</b> President	<b>Committee Assignment:</b> Executive Committee	<b>Type of Interaction:</b> In-Person
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<b>Est Time Commitment:</b> 5 hours/week	<b>Term Limit:</b> 1 year, renewable	<b>Number of Openings:</b> 1
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### Position Description

An essential part of SAAACAM's Executive Committee team, the Historian is responsible for keeping record of SAAACAM's accomplishments and activities throughout the year. The Historian will also be responsible for collecting items such as picture, video and audio files about the archive and museum's developing membership program and other development activities relative to supporting the Strategic Plan and sustainability of SAAACAM. The Historian will provide keys insights into the development of an annual newsletter and membership materials in support of the Communications/PR and Stewardship/Membership Committees.

### Deliverables

- Develop and direct project documentation, to include timelines, material needs and/or capacity and activity plans within the first month in office,
- Ongoing evaluation of products and initiatives to ensure circumspect accountability and success.

### Prerequisites

<b>Education and Training:</b> NA	<b>Credential(s):</b> NA	<b>Key Competencies:</b> Previous experience as a Historian or related position (volunteer or paid), customer-service oriented, community advocate, journalism background.
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### **To Apply**

- Email a one-page cover letter on personal letterhead to [admin@saaacam.org](mailto:admin@saaacam.org).

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

### **Suspense**

All applications are due Thursday, 28 February, 2019 by 5PM.

### **Point of Contact**

Mrs. La Juana Chambers Lawson, President at [admin@saaacam.org](mailto:admin@saaacam.org).