

Ontario County Historical Society

**55 N. Main Street, Canandaigua, NY 14424
585-394-4975 www.ochs.org**

OCHS Research Assistant Position

Hours: Part-Time, 14 hours per week, some Saturdays required

Rate: \$17.00 per hour

Reports to: Executive Director

Job Description

Primary Duties:

- Respond to and fulfill research requests submitted to OCHS for genealogy, local history topics, and scholarly inquiries.
- Record keeping and filing of research requests/results
- Submit monthly reports to the executive director
- Oversee in-person genealogical research appointments

Secondary Duties Include:

- Assist the Curator with cataloguing historic items, exhibit research, and other projects as needed
- Assist with general in-person research appointments when needed
- Participate, with the rest of the staff, in light cleaning/housekeeping duties
- Occasionally assist at the welcome desk and be able to welcome visitors, answer and direct phone calls, and handle gallery and gift shop sales
- Other duties as needed

Requirements

Applicant must be detail-oriented, organized, and have a background in historical research or similar area. Must have excellent computer and communication skills. An Associate or Bachelor's Degree is strongly preferred.

Please send cover letter and resume to Ulana Fuller at Director@ochs.org by February 21, 2025.