

## **Garden Historian**

### **General Description:**

Responsible for meeting the goals of the History Team, overseeing all team members, becoming familiar with what they know, and sharing information with the Docent Executive Board.

### **Duties:**

1. Oversee and share in the work of all team members. Periodically monitor objectives and progress of the History Team.
2. Receive and help catalog and preserve documents, records and other items deemed important to SDBG history.
3. Assist the History and Archive Specialist in organizing, classifying, and preserving documents and records.
4. Maintain the Garden's Historical Timeline.
5. Assist interested parties in accessing and reviewing documents and records.
6. If personal interest allows, conduct research into aspects of the SDBG history, and acquire new materials.
7. Provide literature, answer history questions, and/or give presentations to Tour Guides, Docents-in-Training, and other groups as appropriate.
8. Create the materials necessary for the History section of the SDBG general website. Submit writings and help with the overall outline.
9. As personal skills dictate, write about the history for Garden History 101 portions of the General Meetings (for the Education Specialist), for "Quail Tracks," for the Museum Guides, and for other situations as needed.
10. Attend meetings of the Docent Executive Board.
11. Initiate and participate in meetings of the overall History Team.

### **Specific Skills:**

1. Organizational skills
2. Writing and computer skills
3. Ability to analyze objects to assess importance to SDBG history
4. Ability to positively interact and constructively work with diverse volunteers, staff members, board, and visitors

### **Time Required:**

Two hours/week

### **Recommended Term:**

Two years, more if desired.