



THE MONTPELIER FOUNDATION

**Position Description**

**Title:** Research Associate

**Name/Incumbent:**

**Supervisor:** Director of Research/  
Elizabeth Ladner Martz

**Date:** January 2, 2017

**FLSA Classification:**  Exempt  Non-exempt

**Montpelier Pay Class:**  Career Full-time  Career Part25  Career Part20  
 Casual  Seasonal

**WORK OBJECTIVES**

Serve as the research departmental liaison with the Montpelier African American Descendants' Project, conduct primary and secondary source documentary research, answer research queries (internal and external), and support acquisitions and mansion interiors restoration and exhibition efforts, including research on the enslaved community.

**DUTIES**

- Serve as the departmental liaison with the Montpelier African American Descendants' Project, assisting in collecting materials and conducting oral history interviews; attending and participating in African American community related events (community outreach); conducting genealogical research (as needed)
- Conduct research using primary and secondary sources, which may include research online and at various repositories, such as libraries, historical societies, courthouses, etc., including local and overnight travel when necessary.
- Process documents and files related to the Madisons, Montpelier, and the African American community.
- Transcribe manuscripts.
- Create and edit source documents in the Montpelier Research Database, analyzing and indexing documents using Montpelier's keyword nomenclature
- Conduct general primary research on the historic events and trends related to various aspects of life at Montpelier, including political, social and domestic developments (especially regarding the enslaved community), performing analysis and entry of information into the Montpelier Research Database thereby increasing Montpelier's knowledge base for future projects.
- Respond to internal and external research queries; vet Foundation content for accuracy; support Rubenstein Initiative activities, including research on Montpelier's enslaved community.
- Produce reports of research findings in a timely manner when required.
- Periodically assist at museum programs events, provide support for ancillary site events.
- Work collegially with other museum programs departments (archaeology, education/interpretation, preservation, and curatorial) to incorporate their discoveries and share information from the research department.
- Other duties as assigned.

## QUALIFICATIONS

- BA required in history, museum studies, American Studies, or other related field. Masters preferred.
- Familiarity with 18<sup>th</sup> and 19<sup>th</sup> handwriting required
- Required: Microsoft Word
- Preferred: Filemaker Pro or other relational databases
- Strong research skills and experience doing research in archives, courthouses, and other repositories
- Background in American history, especially African American history, with a general knowledge of 18th and 19th century history
- Ability to work in a team environment
- Ability to maintain accurate records and to make connections between disparate data
- Good organizational skills and attention to detail
- Good verbal and written skills, including excellent visual recall
- Valid driver's license; acceptable motor vehicle record (MVR)
- Acceptable background check
- Ability to lift and move items weighing up to 30 pounds

## Employee Classifications

### Montpelier Pay Classes

**Career Full-Time Employee: (CFT)** Employed to work 35 hours/week on a continuous basis.

**Career Part-Time Employee: (CPT20 or CPT25)** Employed to work 20 or 25 hours/week on a continuous basis.

**Seasonal Employee:** Employed to work an average of 35 hours/week for 4 months or less.

**Casual Employee:** Employed to work less than an average of 20 hours/week on a continuous basis.

### Federal Labor Standards Act (FLSA) Pay Classes

**Non-exempt:** Receives over-time pay for hours worked over forty hours in workweek.

**Exempt:** Does not receive over-time pay for hours worked over 40 hours in workweek\*.

\*Position must meet legal requirements for over-time exemption.

**\*\*Managers must be careful not to schedule non-career status employees for more than 999 hours in a year, as other legally mandated benefits may kick in.**