



Sandy Spring Museum
Research Assistant
Reports to Project Historian

Project Description:

Sandy Spring Museum seeks a Research Assistant to join the staff of *A Cultural Study of Historically Black Communities of Sandy Spring, Maryland*. Through this project, we will document the homes and businesses of all free blacks living in the Sandy Spring area between the late 1700s and the mid-20th century, and identify individuals and families who lived in and/or owned the properties to learn how the towns grew and changed over time.

Sandy Spring's Quaker community is known for freeing slaves decades before the Civil War and the Emancipation Proclamation. At the turn of the 20th century, the black population living in Sandy Spring far exceeded the white population. Both free and enslaved blacks lived in Sandy Spring since the 1700s but there is little written history about the people and the self-sufficient, segregated black communities that were built. This research will help to flesh out the story – who lived in the area, what jobs they did, how they acquired property and built their homes and businesses, what were their interactions with white community members, and what role did institutions like churches and schools play in sustaining a cohesive community?

Primary Responsibilities

Under the direction of the Project Historian, the Research Assistant will conduct research of resources such as census, insurance and land records, conduct title searches of deeds and tax records, review genealogical records like those on Ancestry.com and conduct literature searches of existing published research.

Some of this work can be performed offsite with internet access. Other work will require visiting state and local archives.

QUALIFICATIONS:

- Education/Experience: Master's degree in history, archives, education or related field OR Bachelor's degree with 2 years' experience in history, archives, education or related field. Research specialization in African American history strongly preferred.
- Must be willing to travel to regional archives. Must possess valid driver's license.
- Must have familiarity with the internet, word processing, spreadsheets and email.
- Must have consistent access to a computer, internet, and phone. Office space and equipment will not be provided.
- Must be able to complete research tasks with the highest attention to detail. Must be able to self-regulate work rate and complete multiple assigned tasks accurately and efficiently.
- Physical demands: Must be able to lift materials of up to 40 lbs. Must be able to safely handle fragile archival materials. Must be able to remain stationary for extended periods.

SALARY & BENEFITS:

This is a part-time, one *or* two-year, grant funded, temporary position for approximately ten hours a week. Hourly salary is \$16.50. Temporary employees do not receive benefits.

APPLY:

Interested applicants should submit a cover letter, resume, transcript with related course work, contact information (email, telephone) for three professional references and a one-page statement of your experience conducting original research. Send all requirements in one PDF via email to aweiss@sandyspringmuseum.org.

DEADLINE:

September 20, 2019