

# BEAR RIVER ASSOCIATION OF GOVERNMENTS

**JOB TITLE:** Heritage Specialist  
**DEPARTMENT:** Community and Economic Development  
**FLSA: Non-Exempt** GRADE: 7  
**PAY RANGE:** \$12-15 per hour, DOE, 20 hours per week, no benefits  
**EFFECTIVE DATE:** October 26, 2020

## GENERAL PURPOSE:

Under general direction and limited supervision, the Heritage Specialist will assist the Heritage Program Manager in conducting fieldwork by documenting, preserving and presenting heritage sites, businesses, and cultural experiences relevant to assigned regions.

## SUPERVISION RECEIVED:

Works under general administrative supervision from the Heritage Program Manager, Community and Economic Development Director and the Bear River Heritage Area Board.

## SUPERVISION EXERCISED:

None, with the exception of support staff.

## EXAMPLE OF DUTIES:

This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). Management reserves the right to add or change duties at any time.

- Assist in the organization and execution of local exhibits and events that feature Heritage Area partners and resources.
- Develop and disseminate educational and promotional material for the Heritage Area website and social media outlets.
- Work to identify and secure funding for project implementation through numerous state and federal grants and local partners.
- Collect oral histories, provide transcriptions of interview audio files, as well as signed consent forms from each interviewee.
- Take photographs of interviewees and relevant sites.
- Provide detailed field notes to the Heritage Program Manager for archiving purposes.
- Provide metadata for all deliverables (audio files, transcriptions, photographs, consent forms, and field notes) for official archiving purposes.

## MINIMUM REQUIREMENTS

1. Education and Experience: Minimum education would be a high school graduate, but some college experience is desirable.

The ideal applicant has interest and experience in folklore, history, anthropology, or a closely related area that can be leveraged to provide technical assistance to local organizations, businesses, and partners to grow awareness and participation in the Heritage Area.

Above all, the applicant will exhibit enthusiasm for, and the capacity to learn about how to implement the Heritage Area's goals in local communities.

2. Necessary Knowledge, Skills and Abilities

Enthusiasm for the people, history, environment and stories that are part of the Heritage Area.

Ability to competently engage in conversations that may be culturally sensitive.

Ability to communicate in writing clearly, concisely and accurately. Ability to communicate orally in public meetings and presentations.

Knowledge of fieldwork methods, interviewing and recording, photography, historic preservation.

Knowledge of the methods and techniques for Microsoft Office word processing, spread sheets, data base management; Adobe Creative Suite; and WordPress website content.

Ability to meet deadlines.

### 3. Work Environment

The Heritage Specialist will primarily be a remote-workplace opportunity focusing on select counties within the Heritage Area. Regular communication and collaboration with the Program Manager will be expected.

Some work may be required outside of regular business hours for public meetings and events.

Travel within the Heritage Area will be required, with mileage, per diem and occasional overnight stays paid.

A valid Utah or Idaho State Driver's License or ability to acquire a valid Driver's License will be necessary.

### **SELECTION GUIDELINES:**

A formal application review and rating of previous experience and education, including a reference check will be conducted by an independent committee. Interviews will be conducted in person or online.

Send a cover letter, resume and three references to the Bear River Association of Governments care of Brian Carver, 170 North Main Street, Logan, Utah 84321. Or email to [brianc@brag.utah.gov](mailto:brianc@brag.utah.gov).

Applications are due by 5:00 p.m., November 27<sup>th</sup>, 2020.