



Fond du Lac Public Library
32 Sheboygan St., Fond du Lac, WI 54935
(920) 929-7080 • www.fdlpl.org

POSTING: Local History Writer

Rate of Pay: \$27.92 – \$35.89 per hour

Work Schedule: Varies; anticipating approximately 20 hours per week through September 2024 (300 – 350 hours total)

Reports to the Information and Outreach Services Coordinator and the Foot of the Lake Advisory Group.

JOB DESCRIPTION ESSENTIAL DUTIES

The Fond du Lac Public Library seeks to hire a Writer to revise, update, and bring current the content of the Foot of the Lake : an Early History of Fond du Lac, Wisconsin. The 1998 book was published by the Fond du Lac Public Library and has been used by area elementary school students and adults to learn more about local history.

- A. Review and expand the content of Foot of the Lake : an Early History of Fond du Lac, Wisconsin (FotL)
 - 1. Broaden the points of view represented in the first edition to include historically underrepresented people
 - 2. Seek answers to missing and inaccurate historical information
 - 3. Expand the content of the book to include historically significant events of the past 25 years
 - 4. Using primary sources, research additional points of view on local history

- B. Work collaboratively with stakeholders
 - 1. Submit a weekly summary of work completed
 - 2. Work closely with library staff, an advisory group, as well as other local stakeholders and community groups (e.g. Fond du Lac Historical Society, Fond du Lac Genealogical Society, Fond du Lac School District, etc.) to determine historically significant events
 - 3. In partnership with library staff, work with an editor, publisher, and/or printer to produce a bound volume
 - 4. Performs other duties of a similar nature related to this project as assigned.

QUALIFICATIONS & REQUIREMENTS

- A. Knowledge and Skills
 - 1. Impeccable spelling, grammar, and punctuation
 - 2. Knowledge of research tools and technologies
 - 3. Proven experience writing and publishing (previously published works preferred)
 - 4. Experience writing for upper elementary age children preferred
 - 5. Knowledge of Fond du Lac history and current notable events in northeastern Wisconsin preferred

 - 6. Good interpersonal and communication skills.

7. Ability to work independently and as part of a team.
8. Ability to foster and maintain cooperative and courteous working relationships.
9. Knowledge of Microsoft or Adobe software products.
10. Ability to maintain confidentiality, patience, attentiveness, and empathy with others.
11. Ability to work with a diversity of individuals, including people of various ages, races, ethnicities, national origins, abilities, genders, sexual orientations, socioeconomic status, and more.

B. Education/License/Certification Requirements

1. Bachelor's degree or equivalent preferred

C. Physical Requirements & Working Conditions

1. Work may be performed at the Library or a remote location.

EQUIPMENT USED

Typical office equipment, including, but not limited to:

- Computers, printers, and peripherals
- Photocopier/scanner/fax
- Telephone
- Microfilm
- Archival photos and primary source materials

EOE/MF

April 2024