

Williamsville, NY 14221
People Inc.

Job Description Part-Time Temporary
Job Title: writer-researcher
Department: Publications
FLSA Status: Non-Exempt
Reporting Relationship: Report to Publication Coordinator
Prepared/Revised Date: July 14, 2010

SUMMARY OF DUTIES

- Read DisAbility Museum historical documents on assigned topic
- Conduct additional electronic and traditional research as required which may include site visits, photography, document collection or interviews
- Copy, scan, type, transmit and computer
- Compile and categorize information for chapter organization
- Write historical accounts on project topic
- Follow style guidelines
- Redraft, revise and proof
- Present research to Publishing Coordinator at scheduled status briefings
- Attend weekly publishing department meetings
- Attend in service writing; copyrighting and publishing training as needed
- Attend separate editorial meetings with CEO as necessary
- Secure all extant research to Publishing Department data base per protocols
- Prepare regular snapshot reports of all research threads for project continuity
- Meet research and writing production milestones/deadlines
- Provide quality and complete draft submissions
- Editorial work
- Redraft submissions
- New project recommendations
- Peer editing
- Ensure confidentiality concerning all agency related information

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Passion for excellence in writing
- Dedication to self-editing
- Excellent research skills
- Ability to sift through large quantities of information for relevance and pattern
- Decisiveness on issues of direction, limitation and scope
- Ability to recognize when information may be the subject of a separate project
- Timely
- Organized
- Professional
- Expansive thinking and ability to visualize project as a whole
- Ability to work professionally with editor

- Interest in bringing local history to life

MINIMUM QUALIFICATIONS

- Currently enrolled in a degree program in English; History; Journalism; Political Science; Education; Law; Library Science or similar program

OR

- Equivalent combination of training and experience in a related field

AND

- Writing experience

AND

- Writing samples

AND

- References with first hand knowledge of applicants writing and research skills