



Historical Researcher

The Opportunity

Are you passionate about U.S. history and love uncovering stories from the past? If so, the William G. Pomeroy Foundation may have the perfect opportunity for you.

At our foundation, we're dedicated to helping communities uncover and celebrate their local history through our nationwide historic marker grant programs. With markers in 49 states and ambitious plans to grow, we're looking for a curious, energetic, and collaborative individual to join our team. As a Historical Researcher, you'll play a key role in commemorating historic people, places, and events by working with historians, grant applicants, and other partners to uncover and preserve fascinating stories lost to time.

This full-time, in-person position is based at our Syracuse, NY headquarters and includes some travel. It's an exciting opportunity to work with a team that shares your love of history while making a real impact on preserving and celebrating America's diverse heritage.

What You'll Do

- Review historic marker grant applications to ensure primary source documentation supports proposed inscriptions.
- Evaluate, interpret, and verify records from individuals, organizations, and local governments.
- Provide guidance to grant applicants, helping them locate primary source documents and conduct historical research.
- Collaborate with public historians, historical societies, other nonprofit organizations, and government agencies via telephone, email, and the Foundation's online grant management system (Foundant).
- Rewrite and refine marker inscriptions in collaboration with applicants to meet Foundation standards.
- Maintain detailed records of communications with applicants and potential applicants.
- Write marker descriptions for individual marker pages featured on the Foundation's digital marker map.

What We're Looking For

Education and Experience

- Bachelor's degree in history (U.S. history emphasis), public history, or a related field; a master's degree is preferred.
- Research experience, particularly with identifying and using primary source documents.

wgpfoundation.org

492 E. Brighton Ave., Syracuse, NY 13210 | P: 315-913-4060 | F: 315-396-0831 | E: info@wgpfoundation.org

- Background in public history or related experience is a plus.
- Customer service orientation is essential.

Skills

- Strong communication, interpersonal, and relationship management skills.
 - Excellent online research skills, with experience locating primary source documents.
 - Attention to detail and a commitment to accuracy.
 - Strong writing skills, particularly for historical narratives and inscriptions.
 - Proven ability to collaborate in a team setting and meet deadlines.
 - Proficiency in Microsoft Office.
-

What We Offer

- **Salary Range:** \$21.00 - \$25.00 per hour.
 - Full-time position with benefits, based in Syracuse, NY.
-

How to Apply

Send your cover letter and resume to jobs@wgpfoundation.org, including “Historical Researcher” in the subject line.

About Us

The William G. Pomeroy Foundation® is a private grant-making organization based in Syracuse, NY. Since 2006, we’ve been helping communities celebrate their local history with premium cast aluminum markers. Starting with just 32 markers in Onondaga County, NY, we’ve now funded over 2,600 markers across 49 states.

Our programs span diverse themes, from food history to folklore and transportation, with new initiatives in development. To learn more about our work and mission, visit us at wgpfoundation.org.