**Local History and Genealogy Specialist**

**Gallatin County Public Library – Warsaw, Kentucky**
**Full-Time | Term Position through December 2028**

Gallatin County Public Library is seeking a full-time **Local History and Genealogy Specialist** to preserve, organize, interpret, and share the history of Gallatin County and the surrounding region.

This position will work closely with both the Gallatin County Public Library and the Gallatin County Historical Society. We are looking for someone with a strong background in history, libraries, archives, preservation, or a related field who can combine research, public programming, community collaboration, and preservation work.

## Responsibilities

- Develop and present programs related to Gallatin County and regional history. Promote local history and genealogy programs during patron interactions.
- Assist patrons with genealogy and family-history research, including the use of the Library's integrated library system (ILS), digital technology, and library equipment.
- Develop, maintain, and promote the Library's collections related to Kentucky, Kentucky author, local history, and genealogy.
- Develop and coordinate a volunteer-supported digitization and digital preservation program for Historical Society collections, including scanning materials, creating descriptive metadata, organizing digital files, and making collections accessible through the Library's digital platform.
- Support the maintenance and development of a Gallatin County cemetery database.
- Use technology, including GIS and digital information systems, to improve access to historical and genealogical information.
- Create and coordinate exhibits and displays related to local and Kentucky history.
- Assist with grant research and grant writing.

- Preserve and improve access to historical documents, photographs, records, and other local history materials through preservation-sensitive handling, storage, retrieval, and use.
- Work collaboratively with Library staff, the Historical Society, schools, nonprofits, local government, volunteers, and other community organizations.
- Perform other related local history and preservation duties as assigned.

These duties reflect the local history, genealogy, programming, collections, technology, exhibit, and grant responsibilities established for the position.

**Qualifications**

**Required:** Master's degree or other advanced degree in History, Library and Information Science, Public History, Archival Studies, Museum Studies, Historic Preservation, or a closely related field.

**Preferred:** Experience in several of the following areas: grant writing; library or public programming; libraries, archives, museums, historical societies, or preservation; genealogy or local-history research; community partnerships; exhibit development; digitization or digital collections; and GIS or related technology.

Candidates should have strong research, writing, organizational, and communication skills and be comfortable working both independently and collaboratively.

**Position Details**

This is a **full-time term position through December 2028** employed by Gallatin County Public Library. The employee will work at both the Library and the Gallatin County Historical Society, with the schedule determined based on programs, projects, and public-service needs.

**Salary:** Commensurate with education and experience.

**Vacation:** Based on the successful candidate's experience and negotiable as part of the employment offer.

**Application deadline: November 19, 2026**

If interested, send cover letter with salary requirements, job application and resume to:
Gallatin County Public Library
209 W. Market St. Warsaw KY, 41095
jobs@gallatincpl.org