Position Title: Marketing – Historian

Marketing – Historian is a one semester unpaid position open to current BGSU students. The position can be, but does not need to be, used to fulfill academic credit (practicum, internship, co-op, etc.). Weekly contact hours are flexible based on individual needs but typically range from 4-10 hours per week.

A. Main Purpose:
Assist with the developing, drafting, and editing of a history scrapbook about the BGSU Ice Arena.

B. Primary responsibilities or key duties (tasks performed regularly):
1. Participate in or observe various programs, facility activities, or special events at the BGSU Ice Arena
2. Chronicle, research and describe images and event details from existing facility photo collection
3. Compile past employee or patron stories, artifacts or other contributions
4. Conduct interviews, write stories, photo journals and brief descriptions of programs offered currently or formerly at the BGSU Ice Arena
5. Demonstrate ability to work well in a team
6. Interact with diverse patronage of the BGSU Ice Arena
7. Promote the overall mission of the department and share in its passion for excellence

C. Additional duties (tasks performed occasionally):
1. Share and receive constructive criticism
2. Know and perform emergency situation procedures
3. Attend scheduled meetings
4. Perform other duties as assigned by supervisor

D. Basic Qualifications:
1. Excellent written and verbal communication skills
2. Ability to follow written and verbal instructions Attention to detail
3. Ability to brainstorm, cooperate, and contribute in a team environment
4. Ability to self-motivate with little or no supervision
5. Takes initiative, accountable, reliable, organized, creative
6. Possess and display professional mannerisms and a friendly demeanor

E. Additional Information:
1. Must possess a flexible schedule to assure attendance at events
2. Must comply with the Recreation and Wellness - Marketing Social Media Policy
3. Business casual dress requirement
4. Practicum students are invited to participate in the department’s Student Development and Leadership Program
5. This position can be combined with the other select marketing practicum positions offered depending on background and interest (see: Writer/Editor and Social Media Coordinator)

F. Application Information:
1. Apply online at bit.ly/INgGGZ (http://jotformpro.com/form/33365837059968)
2. A resume and writing sample are required for the online application