



Richmond County Historical Society
1161 Route 243, Melbourne Township
Quebec J0B 2B0

Exhibition Researcher and Content Writer (Contract)

The Richmond County Historical Society is seeking an independent contractor to support the development of *Interwoven Roots: 150 Years of Irish-French Heritage in the Richmond Area*, a bilingual exhibition scheduled to open in spring 2027. The project will explore the historical connections between Irish and French communities in the Richmond region, highlighting shared traditions, institutions, family ties, and community life.

The Richmond County Historical Society is a non-profit heritage organization that preserves and promotes the history of the Richmond region through its museum, archives, exhibitions, research services, and community outreach activities. The Society is committed to making the region's diverse cultural heritage accessible to the public.

The successful candidate will conduct historical research and contribute to the development of exhibition text and interpretive content. Depending on the successful applicant's experience and expertise, the contract may focus primarily on research or combine both research and exhibit content development. The contractor will report to the President and Project Committee of the Richmond County Historical Society Board of Directors.

The successful candidate will be expected to complete the research and content development phases of the project **by January 31, 2027**, allowing sufficient time for design, production, and installation prior to the exhibition launch.

This contract is funded through the generous support of the Quebec Anglophone Heritage Network's SHARE program and from the Department of Canadian Heritage.

Responsibilities

- Conduct historical research using the Historical Society's archival holdings, local records, published sources, and external repositories.
- Identify stories, themes, images, documents, and artifacts suitable for public interpretation.
- Organize and document research findings for exhibition development.
- Consult with volunteers, community partners, and subject-matter experts as appropriate.
- Contribute to the development of exhibition narratives and interpretive themes.
- Draft exhibition panel text and related content, where qualifications and project scope permit.
- Assist with fact-checking, content review, and editorial revisions.
- Participate in periodic project meetings and progress reporting.

Qualifications Required

- Postsecondary education in history, public history, heritage studies, museum studies, archival studies, communications, journalism, or a related field, or an equivalent combination of education and experience.
- Demonstrated historical research ability.
- Strong written communication skills.

- Ability to work independently and manage deadlines.
- Excellent organizational and analytical skills.

Assets

- Experience conducting local, regional, genealogical, or community-history research.
- Experience writing museum, exhibition, interpretive, educational, or public-history content.
- Familiarity with archival research methods.
- Knowledge of the history of the Eastern Townships or the Richmond area.
- Knowledge of Irish-Canadian and/or French-Canadian history.
- Bilingualism in English and French.

Location

Research will primarily involve access to Historical Society collections and facilities in Melbourne and Richmond, Quebec. A hybrid arrangement, including remote work, may be possible depending on project requirements.

Compensation

This is an independent contractor position.

- Approximately **350 to 500 hours** of work, depending on project scope and contractor qualifications.
- **\$25-\$35 per hour**, depending on experience and expertise.

Duration

The anticipated project period is September 2026 through end of January 2027, with some flexibility by mutual agreement.

To Apply

Applicants must be legally authorized to work in Canada.

Applications should be submitted to: president@rchs-shcr.ca and should include:

1. A cover letter;
2. A curriculum vitae or résumé; and
3. An optional writing sample (requested later if not submitted initially).

Priority will be given to applications received by September 9, 2026 (end of day). The position will remain open until filled.

We welcome and encourage applications from all qualified individuals, including those from underrepresented and equity-deserving communities. Our goal is to ensure that diverse voices and experiences are reflected in the preservation and interpretation of local history.

