

Historian

Supervisor: Chief Marketing Officer

Department: Marketing and Communications

Date Created or Revised: August 2026

Purpose

The historian interprets and shares the rich legacy of Gamma Phi Beta by conducting thoughtful research and crafting compelling stories that educate, inspire and connect members across generations. Through collaboration with the archivist, staff and marketing and communications teams, the historian ensures our history is accurately documented, widely celebrated and meaningfully integrated into the life of the Sorority today and for the future.

Responsibilities

- Conduct research on Gamma Phi Beta materials, themes and member stories to deepen the Sorority's collective knowledge and historical understanding.
- Provide research support for staff, officers, members and the public using archival materials in accordance with the Archives Policy Manual.
- Communicate Gamma Phi Beta's shared history in ways that inspire, educate and connect members across generations.
- Develop and manage a comprehensive storytelling campaign in partnership with the marketing and communications team.
- Generate content ideas and write regularly for Sorority publications, newsletters, digital platforms and the HistoryIT website in collaboration with the marketing and communications team.
- Steward the oral history collection, including conducting interviews, curating stories and identifying members whose experiences should be preserved.
- Collaborate with the archivist to create educational presentations, programs and workshops that highlight the organization's history and values.
- Alongside the archivist, identify opportunities to share Gamma Phi Beta's history with broader audiences, including campus partners, alumnae groups, community organizations and conferences.
- Promote the celebration and visibility of Gamma Phi Beta's history at Sorority events.
- Build and maintain relationships with relatives of Gamma Phi Beta's Founders to support historical preservation and storytelling.
- If requested, participate in planning meetings with the Gamma Phi Beta Foundation, International Council (IC) and archivist, regarding the work and priorities of HistoryIT.
- Partner with the archivist to support research requests and storytelling initiatives across the organization.

Expectations

- This role requires 10-20 hours per month, on average.



- Volunteers in this role will be expected to travel three to five days per year. Travel may include REAL Leadership Institute (RLI) and Convention in alternating summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's **Appointed Volunteer Expectations Agreement**.

Preferred Competencies and Experiences

- Learn for a Lifetime
- Grow with Others
- Gamma Phi Beta Knowledge
- Member of Gamma Phi Beta Sorority with enthusiasm for preserving the history of the organization
- Experience with archival, research or museum projects
- Strong research skills with proficiency in basic computer applications
- Broad Sorority knowledge and perspective
- Effective, clear and timely written and verbal communication
- Excellent interpersonal and relationship-building skills
- Ability to participate in a virtual team and work independently
- Ability to independently manage priorities and long-term projects

