




Church History Center Staffing

	Role	Description	Length of Calling	Reports to and Recommended by	Called by	Trained by
	Center Director	Oversees the center.	Ideally, serves for three or more years	Area Church history adviser	Area Presidency	Church History Department staff and area Church history adviser
	Public Service Specialist	Greets and assists visitors at the center. This person is ideally good with people, has computer skills, and has an understanding of local Church history.	Typically called for 12- or 18-month increments (may serve multiple times)	Center Director	Area Presidency or as delegated to Area Seventy, mission president, or stake president	Church History Department staff, area Church history adviser, and center director
	Records Specialist	Processes newly received records, digitizes new and existing records, and cares for the records being stored at the center. This person is ideally organized and good with computers.				
	Exhibit Specialist	Oversees the designing, building, and sharing of any exhibits that are displayed in the center. This person ideally has experience with developing exhibits.				
	Technology Specialist	Provides support for the computers in the center. Ideally, this person is already assigned to support the facility where a center is located.				