



STATE OF COLORADO
invites applications for the position of:

Emergy Oral History Assistant Curator

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver, CO 80203

SALARY: \$19.23 Hourly

OPENING DATE: 12/15/18

CLOSING DATE: 01/10/19 11:59 PM

JOB TYPE: Part Time

DEPARTMENT INFORMATION:



HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans
[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more.

History Colorado Collection:

History Colorado's artifacts and original documentary materials are central to our educational and interpretive mission. The collection spans curatorial disciplines and typologies and, while recognizing there are issues and collecting goals unique to each curatorial area, staff works

collaboratively to research, document, and preserve the people, places, and stories of Colorado history.

History Colorado collects in three main areas: artifacts, archives, and photography. The artifact collection is further divided into four curatorial areas: Art and Design, Business and Industry, Clothing and Textiles and Archaeology and Ethnography. The History Colorado collection currently comprises approximately 250,000 artifacts, over 750,000 photographs, and 8,500 linear feet of textual and archival materials. For more information about the collection please visit: <https://www.historycolorado.org/research-learn>

HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

History Colorado is seeking a part time (20 hours a week) professional Emery Oral History Assistant Curator.

Work on this project will be accomplished during a set schedule of 20 hours a week, Monday through Friday during History Colorado regular business hours.

MAJOR RESPONSIBILITIES AND DUTIES:

- Working to build a meaningful collection for the 21st century through the pursuit of a purpose-driven acquisition and deaccessioning program tied to institutional vision and goals and the development and implementation of an updated collection plan in collaboration with other curatorial departments.
- Refining (and maintain) a model process for conducting, processing and preserving (including audio digitization standards) oral histories (or oral history projects) to share with staff and the public.
- Developing a plan for collecting contemporary oral histories tied to History Colorado's existing permanent collection, exhibit schedule, proactive contemporary and diverse collecting initiatives and in consideration of the Emery Research Services' Market and Opinion Reports.
- Informing and/or guide staff and others regarding the use and long term preservation of audio resource materials in the collection.
- Interpreting and make the collection and its intellectual content available to users (internal and external) using a variety of approaches to outreach including: exhibits, public presentations, education programs, scholarship, social media, responding to patron and scholarly inquiries, and collaboration with other departments and divisions to realize the collection's full potential as an interpretive and educational tool and a resource for understanding Colorado history.
- Promoting the mission and goals of History Colorado through cultivating and sustaining relationships with community groups, colleague institutions, partner organizations, educators, and researchers.
- Improving physical and intellectual control of and access to collection resources through processing and documentation in coordination with Collections Management and Registration.
- Processing, cataloging, arranging and description of collections digital catalog records and online resources.
- Working with the Curator of Archives and Senior Curator to develop a volunteer program to assist with interviews
- Assisting with the long term preservation planning of History Colorado's oral history collection.
- Identifying fragile formats and materials needing conservation and digital conversion.
- Serving as a curatorial contact for History Colorado's Office of Archeology and Historic Preservation and History Colorado community museums (as needed with direction from the Curator of Archives and the Director of Curatorial Services and Senior Curator).

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:
REQUIREMENTS:**

Master's degree in Folklore, History, Archives, Museum Studies, Art History or other relevant graduate degree with significant experience working with oral histories and/or sound recordings. This position also requires the ability to travel independently throughout the state, including overnight stays.

Also Required:

- Ability to establish and maintain effective working relationships with diverse community groups, colleagues, researchers, and partner organizations.
- Good communication skills, both written and oral, including evidence of writing and presenting public programs for a variety of audiences.
- Ability to work both independently with minimal supervision and collaboratively in a team environment.
- A minimum of 3 years of progressively responsible experience working with sound recording collections in a museum, library or other collecting institution with a public audience.
- Demonstrated knowledge of oral history, museum and archival best practices
- Experience working with sound recordings, audio formats, museum and archival collections and proven ability in processing, preservation, and digitization of artifact collections.
- Experience with information management techniques and database systems used in museums and archives.
- Experience with strategic planning for collection projects and the ability to manage a broad variety and number of tasks.
- Experience supervising volunteers and interns.

PREFERRED CANDIDATE CAN SUCCESSFULLY DEMONSTRATE:

The successful candidate will be a forward-thinking and dynamic individual who possesses a passion for preserving and sharing the past and a belief in the power of original sound recordings/documents/photographs/artifacts and the stories they embody to engage people in making personal connections to history through research, exhibit experiences, and educational programs. A creative imagination, the ability to recognize and deal with sensitive issues and diverse cultures, and a willingness to step outside the traditional curatorial role are highly desirable as are:

- Knowledge of Colorado history and the history of the American West.
- Innovation in curatorial practice to engage audiences with collections in meaningful ways.
- Experience with strategic planning for archival projects and the ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and constraints.
- Familiarity with the challenges of oral history collecting, cataloging/transcribing, preservation, and access.
- Experience prioritizing collections for digitization projects, including familiarity with the nuts and bolts of the scanning/editing/metadata processes of a digitization project.

SUPPLEMENTAL INFORMATION:

Additional requirements for this position:

- Ability to work occasional evenings and to travel by car or air, typically for periods of less than one week in duration.
- Ability to lift boxes of up to 40 lbs. from 14 ft. shelves while on a ladder
- Successful candidate must pass a criminal history background check prior to hire.

Interested applicants are asked to submit the following materials:

- Cover letter expressing interest in this position and outlining relevant experience.

- A resume or CV of education and employment history.
- Three professional references, including current phone, email addresses and affiliations.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this position.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GCA-09871-1218
EMERY ORAL HISTORY ASSISTANT CURATOR
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Emery Oral History Assistant Curator Supplemental Questionnaire

- * 1. What is the value of collecting oral histories as a means to document Colorado's history?
- * 2. What is the role of a curator in the 21st century museum?
- * 3. What do you feel are the most important elements when working with the public on an oral history documentation project?
- * Required Question