STATE OF COLORADO
invites applications for the position of:

Collections Access Coordinator

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: $3,583.33 - $3,833.33 Monthly

OPENING DATE: 05/17/19

CLOSING DATE: 06/09/19 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

HISTORY Colorado

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 convenient location 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 hours of vacation and 6.66 hours of sick leave in 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 has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

Stephen H. Hart Research Center

The Stephen H. Hart Research Center is part of the Curatorial Services & Collections Access division of History Colorado. Our mission is to collect, preserve, study, share, collaborate, stimulate appreciation for, and advance knowledge of Colorado history. We have 3 primary mechanisms that are demonstrated in our work that accomplish this mission: 1) provide and increase access to the collection, 2) provide high standards of collections stewardship for physical and intellectual care, and 3) making history matter.

History Colorado's artifacts and original documentary materials are central to our educational and interpretive mission. The collection currently comprises approximately 225,000 artifacts, 1,000,000+ photographs, and 9,000+ linear feet of textual and archival materials. History Colorado collects in three main areas: archives, artifacts, and photography. The artifact collection is further divided into four curatorial areas: Archaeology & Ethnography, Art and Design, Clothing & Textiles, and Business & Industry. Please visit historycolorado.org for more information about the collection.

DESCRIPTION OF JOB:

The Research Center is one of the primary points of access to the History Colorado collection (artifacts, archives, and photographs) and is open to the public. **The Collections Access Coordinator aligns closely with the other Research Center positions, but this position has primary responsibility for collections right decisions**. The Research Center is starting a transformation to activate the space and collections and engage our users. We are looking for an exciting and customer-service and outreach oriented person that understands using and researching historical museum collections that wants to be part of a new vision for the Research Center.

MAJOR RESPONSIBILITIES AND DUTIES:

- Provide high levels of research services
  - Locate, research, and process collections information to answer user questions
  - Includes media and reproduction requests, including agreements, invoices, and accepting payments
- **Primary responsibility for Rights & Reproductions decisions as they apply to use agreements and permissions for reproduction requests, including right advice and consult for HC staff for publications, education, exhibits, etc.**
- Provide high levels of accountability and project management, especially request completion and observing timelines
- Working with other staff on permanent collection projects
- Provide high level of outreach, collaboration, and programming
- Increase and improve collections access
- Develop and maintain workflow systems and procedures

PREFERRED CANDIDATE CAN SUCCESSFULLY DEMONSTRATE:

- Proven application of customer-service, public interaction component, and connecting collections to users
- Strong abilities to make decisions, be self-directing and work independently, and show motivation
- High level of proficiency with data and databases
- Excellent research skills using collections
- Comparable experience with large collections or high volumes of activity at a medium to large institution
- Proven experience in project management, meeting deadlines, and flexible multi-tasking in a fast-pasted and sometimes ever-changing environment
- Innovative and/or motivated approaches for collections access and outreach, especially with workflow and logistics for work order systems
- Effective communication, public speaking, and cooperation with other museum staff

- Ability to maintain operations or make comparable decisions with or in the absence of a supervisor
- Ability to adapt strengths and experience to continue, change, or make new procedures and processes
- Experience working with Rights & Reproductions for historical collections

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

- Master's degree in Museum Studies, History, Archives, Art History, Library Science (or related degree) and minimum of 1.5 years of consistent, full-time practical experience
- Motivation and ability to work with the public
- Knowledge of copyright and rights information
- Knowledge of museum collections, preservation, and handling standards
- Strong computer skills and proficiency with collections management databases, metadata standards, and cataloging standards common to museums and archives, strong experience with ARGUS preferred.
- Some knowledge of Colorado history and history of the American West

SPECIAL REQUIREMENTS:

- Must be able to work a Tuesday-Saturday schedule
- This position requires the ability to lift boxes up to 40 lbs from 14' shelves using a ladder and must be able to climb ladders
- Successful candidate must pass a criminal history background check prior to hire

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-08019-519
COLLECTIONS ACCESS COORDINATOR
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Collections Access Coordinator Supplemental Questionnaire

* 1. Describe a research project or question that illustrates comparable skills for this position.

* 2. Define collections access and give examples that support high levels of research and collections stewardship.

* 3. Describe considerations for an educational company that wants to use film footage in a documentary. Give examples of comparable requests for which you have been responsible.

* Required Question