



STATE OF COLORADO
invites applications for the position of:

Emergy Assistant Curator for Oral History

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: \$3,450.00 - \$3,750.00 Monthly

OPENING DATE: 08/09/19

CLOSING DATE: 08/30/19 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people in the Curatorial Services and Collections Access team at History Colorado/the Colorado Historical Society. Our professionals serve as community partners and stewards of the permanent collection, work to provide access to the state's rich material heritage and actively seek innovative ways to make history matter. The primary office of the Emergy Assistant Curator for Oral History is at the History Colorado Center in downtown Denver. In addition to a great location and rewarding, meaningful work, we offer:

- 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 a month
- Paid opportunities to volunteer in the community
- Free [RTD EcoPass](#) or free bus pass for 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 encourage and welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

History Colorado is seeking a dynamic museum professional with significant curatorial experience in archival and museum collection curation, community collaboration, contemporary collecting, and access to and care of archival collections with an emphasis on oral history holdings.

The History Colorado Archives Department is one of four curatorial departments responsible for the permanent collection that is central to History Colorado's educational and interpretive mission. The collection spans curatorial disciplines and typologies and, while recognizing that 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.

In addition to oral histories, the History Colorado Archives collection includes books, manuscript collections, maps and atlases, architectural drawings, newspapers, serial publications and directories, sound recordings and transcriptions, and ephemera and subject collections. The collection is particularly strong on subjects relating to early immigration and migration, mining, railroads, and the documentation of the mid-nineteenth century population boom, the growth of cities, and continued migration to Colorado. For more information about the collection please visit: <https://www.historycolorado.org/research-learn>

Primary responsibilities and duties of the Emery Assistant Curator for Oral History

- 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 maintaining a model process for conducting, processing, and preserving oral histories or oral history projects (including audio digitization standards) to share with staff and the public.
- Developing a plan (in collaboration with other staff across History Colorado) for collecting contemporary oral histories tied to History Colorado's existing permanent collection, exhibit schedule, and proactive contemporary and diverse collecting initiatives. The plan should also consider the content of the History Colorado Emery Research Services' Market and Opinion Reports manuscript collection.
- Informing and/or guiding staff and others regarding the use and long-term preservation of audio resource materials in the collection.
- Interpreting and making the collection and its intellectual content available to users (both 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. The goal of this outreach is to realize the collection's full potential as an interpretive and educational tool, and as 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 other curatorial staff and collections management and registration staff.
- Processing, cataloging, arranging, and describing collections in digital catalog records and online resources.

- Working with the Curator of Archives and Director of Curatorial Services to develop a volunteer program to assist with interviews.
- Assisting with the long-term preservation planning for History Colorado's oral history collection and sound recordings.
- Identifying fragile formats and materials needing conservation and digital conversion.
- Serving as a curatorial contact for History Colorado's Office of Archaeology and Historic Preservation and all History Colorado 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:

- Master's Degree in an appropriate field such as Folklore, History, Archives, Museum Studies, Art History or other relevant graduate degree with significant experience working with oral histories and/or sound recordings preferred.
- Ability to establish and maintain effective working relationships with diverse community groups, colleagues, researchers, and partner organizations.
- A minimum of 3 years of progressively responsible curatorial experience working with archival material in a 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.
- Demonstrated ability to plan strategically and creatively.
- Knowledge of museum collection and archival standards and best practices, in addition to information management techniques and database systems used in archival, curatorial and museum registration departments.
- Familiarity with collecting, preserving, and providing access to born digital materials.
- Good communication skills, both written and oral, including evidence of scholarly research and writing, as well as lectures and public programs for a variety of audiences.
- Demonstrated ability to establish and maintain effective working relationships with diverse community groups, colleagues, scholars and researchers, and partner organizations.
- Ability to work both independently with minimal supervision and collaboratively in a team environment.

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 basics of the scanning, editing, and metadata processes of a digitization project.

- Experience developing exhibits in a team environment.
- Knowledge of preventive conservation practices.
- Successful grant writing and administrative experience.
- Ability to work under pressure and manage multiple tasks and deadlines.
- Will work with volunteers and temporary employees.

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 up to 40 lbs. from 14 ft. shelves while on a ladder.
- A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or a conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position.

Interested applicants should 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 announcement.

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 #GCA09871_8.19
EMERY ASSISTANT CURATOR FOR ORAL HISTORY
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Emery Assistant Curator for Oral History 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?

* Required Question