



STATE OF COLORADO
invites applications for the position of:

Research Center Manager

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: \$4,166.67 - \$4,583.33 Monthly

OPENING DATE: 05/07/19

CLOSING DATE: 05/27/19 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 of 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.

THE 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 three curatorial areas: Culture and Community, Art and Design, and Business & Industry. Please visit historycolorado.org for more information about the collection.

DESCRIPTION OF JOB:**RESPONSIBILITIES:**

This position oversees and is responsible for the operations of the Stephen H. Hart Research Center. The Research Center is one of the primary points of access to the History Colorado collection and is open to the public. The Research Center is starting a transformation to activate the space and collections and engage our users, we are looking for a Research Center Manager to implement this new vision for the Research Center and provide feedback and ideas along the way.

THIS POSITION:

- Provides high levels of accountability and project management for Research Center operations, including department budget, scheduling, staffing support, process efficiencies, etc.
- Provides high levels of research services
- Locates, research, and process collections information to answer user questions, including media and reproduction requests
- Works with other staff on permanent collection projects
- Works with the Director of Collections Access to create, implement, and uphold policies and procedures
- Provides high level of outreach, collaboration, and programming
- Increases and improves collection access
- Supervises and guides the work of Research Center staff, volunteers, and interns

SUCCESSFULLY CANDIDATE SHOULD BE ABLE TO 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-paced 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 and reproductions for historical collections

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

- Master's degree in Museum Studies, Archives, History, Art History, Library Science (or related degree) and minimum of 3 years of consistent, full-time practical experience
- A Minimum of 2 years of experience managing full time employees
- Motivation and ability to assume increasing levels of leadership and responsibility
- Knowledge of museum collections and preservation 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.
- Knowledge of Colorado history and history of the American West

SUPPLEMENTAL INFORMATION:

- Management and staffing support might include Research Center hours on Saturday
- 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 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 #GCA-09882-5-2019
RESEARCH CENTER MANAGER
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Research Center Manager Supplemental Questionnaire

- * 1. Define collections access and give examples that support high levels of research and collections stewardship.
- * 2. What aspects of outreach would you emphasize as Research Center Manager?

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

* Required Question