



STATE OF COLORADO
invites applications for the position of:

Anschutz Assistant Curator of Military History and Heritage (2-Year Limited Term Position)

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: \$42,000.00 - \$45,000.00 Annually

OPENING DATE: 03/17/20

CLOSING DATE: 03/31/20 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 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 Anschutz Assistant Curator of Military History and Heritage is at the History Colorado Center in downtown Denver. This is a 2-year limited-term position with the possibility of an annual renewal, full time with benefits; 40 hours a week, M-F, 8 a.m. to 5 p.m.

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

Free [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.

DESCRIPTION OF JOB:

History Colorado is seeking a dynamic museum professional with strong experience in military history--preferably *Colorado* military history--museum collections, and community-centered projects. The primary focus of this position is two-fold:

1. To ensure better intellectual control of History Colorado's 10th Mountain Division collection by processing the collection accurately and according to the institution's cataloging standards, and consulting with other artifact curators, living veterans, descendants, and other Colorado institutions with 10th Mountain Division holdings to inform interpretation and ensure discoverability, awareness, and use of the collection.
2. To proactively refine and build the general military collection to better reflect the state's broader military history and impact. To this end, the curator will work with other military holdings in the collection as well as establish relationships with other Colorado-based military institutions like the Colorado Army National Guard, the Air Force Academy, NORAD, Peterson AFB, Fort Carson to survey, refine, and identify gaps in the collection and proactively build it to better reflect the state's broader military history and impact.

Similar to other History Colorado curatorial staff, the Anschutz Assistant Curator of Military History and Heritage will (1) manage the military holdings as part of the History Colorado Collection by: defining an optimum collection, assessing the needs of the collection, assessing incoming donations, making the final determination regarding additions to the collection and deaccessions, and processing and providing care of the collection and associated documentation; (2) interpret and make the collection and its intellectual content available to patrons (both internally and externally); (3) inform or guide other staff regarding the interpretation and use of artifacts in the collection; (4) assume responsibility for departmental affairs, including the supervision of contract staff, volunteers, and interns, project management, reports, budgets and budget expenditures, while participating in division and organizational strategic planning; (5) serve as a primary curatorial contact for two of History Colorado's community museums (Fort Vasquez and the Fort Garland Museum & Cultural Center); and (6) promote the goals and mission of History Colorado by cultivating and sustaining relationships with community groups interested in specific collection holdings, exhibits, and/or activities.

For more information about the History Colorado Collection, please visit:

<https://www.historycolorado.org/research-learn>

MAJOR RESPONSIBILITIES AND DUTIES:

- Promote the mission and goals of History Colorado by cultivating and sustaining relationships with community groups, colleague institutions, partner organizations, educators, and researchers.
- Participate in the exhibit development process by serving as a content specialist as appropriate.
- Work 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.
- Work with History Colorado philanthropy staff on incoming and potential financial donations.

- Work with philanthropists, historians, veterans, and military service partners to better understand the collection.
- Identify, cultivate, and meet with donors of military materials.
- Exercise judgment about long-term historical value of materials already in the collection and those being offered.
- Oversee, manage, acquire, research, and interpret military material as part of the larger History Colorado Collection.
- Improve physical and intellectual control of and access to collection resources through processing and documentation in coordination with Collections Management and Registration.
- Oversee the processing, cataloging, arranging, and description of collections.
- Assist with the long-term preservation planning of History Colorado military holdings.
- Identify materials needing digitization.
- Using a variety of approaches to outreach including public presentations, education programs, scholarship, social media, responding to patron and scholarly inquiries, and collaboration with other departments and divisions, realize the collection's full potential as an interpretive and educational tool and a resource for understanding Colorado history.
- Supervise volunteer veterans, civilian volunteers, and interns.
- Perform other duties as assigned.

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

- Master's degree in History, Military History, or other relevant graduate degree with significant experience in the museum field and/or management of military collections or other relevant discipline.

Also Required:

- Experience developing exhibits in a team environment and experience in the role of lead content developer for exhibits.
- Demonstrated knowledge and proven ability with artifact handling, processing, preservation, and interpretation.
- Knowledge of museum standards and best practices, and experience with information management and museum database systems.
- A minimum of 3 years of progressively responsible experience working with artifact collections in a museum or other collecting institution with a public audience.
- Good communication skills, both written and oral, including evidence of writing and presenting public programs for a variety of audiences.
- Ability to establish and maintain effective working relationships with diverse community groups, colleagues, researchers, and partner organizations.
- Ability to work both independently with minimal supervision collaboratively in a team environment.
- Experience supervising volunteers and interns.
- Familiarity with collecting, preserving, and providing access to artifact collections.

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 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.
- Knowledge of military history.
- Innovation in curatorial practice to engage audiences with collections in meaningful ways.
- Experience with strategic planning for collection projects and the ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and

constraints.

- Successful grant-writing and administration experience.
- Familiarity with museum and archive databases, cataloging standards, and guidelines.
- 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 assignment process.

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 required 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 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-0000-3.20
ANSCHUTZ ASSISTANT CURATOR OF MILITARY HISTORY
AND HERITAGE (2-YEAR LIMITED TERM POSITION)
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.
