STATE OF COLORADO
invites applications for the position of:
Director, Trinidad History Museum

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: Trinidad, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 312 East Main Street, Trinidad, Colorado

SALARY: $4,583.00 - $4,861.00 Monthly

OPENING DATE: 08/28/20

CLOSING DATE: 09/11/20 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

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

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. In addition, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K, 457, ROTH IRA 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
BenefitHub state employee discount program
Employee wellness program
Excellent work-life programs, such as flexible schedules, training and more.

DESCRIPTION OF JOB:
Primary Job Duties

Establish and cultivate community relations within Trinidad and the surrounding region with partnerships and connections in programs, events, education, exhibits, meetings and other strategic ways that expand the museum's audience base and its ability to implement History Colorado's mission in this part of Colorado.

As the chief administrator of the museum, collaborate with different divisions within History Colorado to accomplish the museum's goals in programming, facility maintenance, collections needs, and finances. Monitor and manage the budget to meet strategic goals; grow museum revenue; prepare and submit regular progress reports; manage team of paid and unpaid staff at the museum.

Manage a dynamic museum space and experience that encourages visitation from the community, surrounding region, and tourists. Create and oversee revenue-generating museum education programs in collaboration with Education Coordinators onsite and supporting the Community Museums Division. Collaborate with grounds keeping staff, volunteers, and History Colorado Facilities Division to manage Trinidad History Museum's multiple buildings and gardens.

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

Bachelors degree in business, historic preservation, history, or a related field is required, and at least three years experience in program or facility management, public relations, or another field closely related to the duties of the position.

Knowledge of the local community of Trinidad and southern Colorado and its history, and familiarity with local issues and community leadership.

Excellent communication skills and public service experience.

SUPPLEMENTAL INFORMATION:

Interested individuals are asked to submit a job application, letter of interest, and three references using the online application system. Failure to submit references may cause you to be removed from consideration.

Additional Requirements for this position:

- Position is in the on-call rotation for alarms and emergencies.
- Some travel is required for group meetings, outreach, and consultation.
- The use, handling, or exposure to hazardous materials that can exist in museum collections and historic properties may be required.
- A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position.

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-09877-820
DIRECTOR, TRINIDAD HISTORY MUSEUM
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

**Director, Trinidad History Museum Supplemental Questionnaire**

* 1. As a response to the recent national protests regarding systemic injustice, History Colorado staff came together during the months of July and August to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These Grounding Virtues are the result of our collective process. Please go to: https://www.historycolorado.org/about and tell us: How have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

* 2. Describe a successful program, policy, practice, or project that you have implemented at a museum.

* 3. Describe your philosophy of working with community members and partners.

* Required Question