



STATE OF COLORADO
invites applications for the position of:

Digital Learning Manager- Three-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, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver, CO 80203

SALARY: \$3,333.33 - \$3,750.00 Monthly

OPENING DATE: 07/16/21

CLOSING DATE: 08/08/21 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

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. The History Colorado Center is a location convenient 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 a month
- [BenefitHub](#) state employee discount program
- [CafeWell](#) employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

DESCRIPTION:

This Digital Learning Manager reports to the Director of Learning Experiences and manages the Museums and Digital Learning (MDL) platform. MDL is a collaborative project funded by the Institute of Museum and Library Services in partnership with History Colorado, The Field Museum and Newfields Lab. The platform enables museums to share their institutions' digital resources (including collections, exhibit content, educational material, etc.) with K-12 educators, in the form of digital educational resources co-created by the museums and a cohort of classroom educators. This position is responsible for project management of the grant, growing the community of museum content partners to increase the site's digital learning products as well as growing the adoption of the platform by K-12 educators.

ESSENTIAL FUNCTIONS:

- Project management and general administrative duties including organizing meetings, managing budgets, tracking project timeline and deliverables.

- Develop and implement museum content partner recruitment and onboarding strategy. This includes recruiting and onboarding at least 25 additional museums a year.
- Develop and implement an Educator Ambassador program consisting of a cohort of 6 educators across the nation to help promote the MDL site and support the educational experience.
- Oversee the execution of a promotion plan for the MDL platform, including arranging conference sessions and the production and distribution of promotional material.
- Manage platform communications, including monthly newsletters to users as well as monitoring and responding to the administrative contact email account.
- Collect user data and generate reports for both external and internal stakeholders.
- Participate in and support the project evaluation process.
- Effective communication with the MDL team, across HC departments, and with other institutions and educators.
- Works with volunteers and interns.

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

- Bachelor's degree in education, communications, public history, history, liberal arts, or other related field and/or equivalent experiences required.
- High comfort level and mastery of digital tools and new digital technologies.

DESIRABLE KNOWLEDGE AND SKILLS

- Knowledge of digital media practices, including an understanding of copyright laws, open source, and related issues within the museum field.
- Deep knowledge of technology and media applications for educational purposes.
- Managing a budget, as well as, researching and developing a sustainability plan for digital learning programs.

EXPERIENCE

- Minimum 2-5 years of digital project management experience with educational, cultural or humanities focus.
- Demonstrated experience leading collaborative work teams across departments or disciplines.
- Demonstrated experience working with cultural resources for educational tools and products
- Experience managing federal grant projects preferred.

SUPPLEMENTAL INFORMATION:

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. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us.

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_08121_07_21
DIGITAL LEARNING MANAGER- THREE-YEAR LIMITED TERM
POSITION
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Digital Learning Manager- Three-Year Limited Term Position Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened last year 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 the link below to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf 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?

* Required Question