



STATE OF COLORADO
invites applications for the position of:

Anschutz Access Coordinator of Military 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, Colorado

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

SALARY: \$1,653.84 - \$1,730.77 Biweekly
\$3,583.33 - \$3,750.00 Monthly

OPENING DATE: 05/04/22

CLOSING DATE: 05/18/22 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.

The History Colorado Center is conveniently located in downtown Denver. 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
- [Public Service Loan Forgiveness](#) – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- [BenefitHub](#) state employee discount program
- [CafeWell](#) employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

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's collection includes a wide array of artifacts reflecting more than 12,000 years of human presence in Colorado and the region. Collections include such diverse objects as furniture, gold coins, mining equipment, paintings, horse-drawn buggies, firearms, prints, toys, textiles, clothing, and the 10th Mountain Division, New Deal, and Mesa Verde collections. Please visit historycolorado.org for more information about the collection.

This is a collaborative position with the Anschutz Associate Curator of Military History, which will allow us to ensure the rich personal stories in our military collections are not only well-documented and cared for but also shared in a way to maximize the context and use of the materials by the public. This position will ensure that collections are physically and intellectually **preserved** and available to the public for **use**, including in research, loans, programs, educational activities, and exploration and **discovery**. This includes, among many varied tasks, rehousing artifacts according to best practices, hosting collections care programs, and coordinating volunteers collecting oral histories. The Anschutz Access Coordinator of Military History will be able to augment and elevate the work in Military History and ensure that the fruits of these projects reach our varied interested communities, including patrons, students, veterans, and scholars. Together, these positions can maximize the educational potential of our military collections and ensure that Coloradans' stories of service and sacrifice are documented and told in a variety of ways.

Specific examples of these tasks include:

Coordinating volunteers and technological equipment to capture veterans' oral histories across the state

Assist with organizing, advertising, and delivery mechanisms for outreach and programming to reach our veteran, active military, and other community members

Expand current efforts to rehouse artifacts in need of stabilization, including our extensive military firearms collection

Assist the Hart Research Center with requests related to the military collections

Connect with schools and assist with the creation of educational programming

Develop crowdsourcing project to transcribe the collection

Major Responsibilities and Duties:

In collaboration with the Anschutz Associate Curator of Military History and other History Colorado staff:

Programming & Outreach

- Develop creative and unique programs and activities to connect users to collections, including educational tools, tours, or workshops such as school field trips or school talks
- Attend meetings and civic events to promote the collection such as community acquisition work with Curatorial staff

Collections Access and Stewardship

- Increase and augment digital and physical collection discoverability, access, and use of the collection such as the creation of content for [Museums For Digital Learning](#) or in [Digital Public Library of America](#)

Collections Stewardship

- Work on permanent collection projects such as storage and retrieval, outreach, problem-solving, backlog, inventories, conservation, implementing standard cataloging, and other projects

Direct and supervise volunteers and interns.

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

Preferred Candidate can Successfully Demonstrate:

Experience in project management, meeting deadlines, and flexible multi-tasking in a fast-paced and changing environment

Effective communication, public speaking, and cooperation with other museum staff

Ability to work independently and eventually make decisions with or in absence of a supervisor

Experience with innovative and/or motivated approaches to collections outreach and providing access to collections

Excellent customer service and research skills

Strong understanding of typical collections problems, collections and provenance research, and problem-solving skills with collections objects

Requirements

- Master's degree in Museum Studies, History, Art History, Library Science (or related degree) with a minimum of 1 year of practical museum experience OR 2+ years of relevant practical experience
- Handling, storage, and experience with large collections or high volumes of activity at a medium to large institution (or comparable experience)
- **Must be comfortable and have experience handling weaponry and military items**
- 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 or ability to learn Colorado history and history of the American West with a focus on military history; Military History background is strongly preferred but not required**
- Knowledge of museum collection standards and conservation practices including the standard agents of deterioration, their effects on different types of artifacts, and how to best mitigate their effects (theft, fire, water, temperature, relative humidity, pests, light, contaminants, etc.)

Special Requirements

- Sometimes requires lifting heavy objects and working on ladders
- May require periodic travel by car, van, and truck to storage facilities and museums throughout the state, typically for periods of less than one week in duration
- May require working weekends or evenings for special programming or research access
- Work from home options may be available periodically

SUPPLEMENTAL INFORMATION:

Effective February 3, 2022, all employees are required to attest to and verify that they are fully vaccinated for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

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: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. 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.

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.coloradohistory.org>

Position #GCA08022_5.22
ANSCHUTZ ACCESS COORDINATOR OF MILITARY HISTORY
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Anschutz Access Coordinator of Military History Supplemental Questionnaire

1. Define collections access and give examples that support good practices and collections stewardship.
- * 2. Describe your interest in, and experiences with, military history.
- * 3. Describe your experiences working with volunteers - or how you might utilize volunteer help for collections projects.
- * 4. History Colorado staff has been working together in response to the events that happened in 2020 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