

CURATOR OF EDUCATION

**Alabama Department of Archives and History
624 Washington Avenue, Montgomery, AL 36130**

www.archives.alabama.gov

Annual Salary Range: \$35,457.60 - \$59,289.60

Classification: 30451 Curator (Education/Interpretation Option – 358)

The Alabama Department of Archives and History (ADAH) seeks an organized, team-oriented, and enthusiastic Curator of Education. This is a full-time position with state benefits. The person will assist in planning and implementing programming for audiences ranging from early childhood to K-12 to college. Programs include school tours, distance learning, summer library outreach, K-12 teacher institutes, and a children's interactive gallery. The position will report to the Education Coordinator.

Description of Duties:

- Manages and conducts distance learning programs.
- Provides tours of museum galleries using accepted interpretive techniques.
- Assists in developing school tours and associated materials by collaborating on tour content and assessing course of study standards alignment.
- Works collaboratively with education staff in the creation of educational and interpretive programming.
- Assists in implementing educational outreach programs, both in-person and virtual.
- Assists in developing activities, traveling resources, digital media, and other educational resources for parents and teachers.
- Other duties as assigned.

This position will require occasional weekend and after-hours work and some travel, mostly in-state.

Preferred Knowledge, Skills, and Abilities:

- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously.
- Ability to prioritize and follow tasks through to completion in a timely manner.
- Knowledge of Alabama and American History.
- Knowledge of museum education and interpretation concepts and best practices.
- Knowledge of current curriculum initiatives and learning theory.
- Ability to lead museum tours.
- Ability to interact professionally and appropriately with staff, volunteers, visitors, and other stakeholders.
- Interest in application of technology in museums.
- Excellent verbal and communication skills.

- Proficiency in use of Microsoft Office, Adobe Acrobat, and digital platforms such as Zoom, MS Teams, and Google Meet.

Minimum Qualifications:

- Bachelor's degree from an accredited four-year college or university in museum education, museum studies, public history, history, social sciences education, anthropology, archaeology, heritage resources, folklore, or a closely related field.
- One year of work experience with educational or interpretive programs at a museum, archives, or historic site.
- A valid driver's license.

Additional education in a required field of study beyond the minimum listed above and which included a museum internship or practicum may be substituted for the required work experience.

Founded in 1901, the Alabama Department of Archives and History is the state's government-records repository, a special-collections library and research facility, and home to the Museum of Alabama, the state history museum. To learn more about the agency, visit <http://www.encyclopediaofalabama.org/article/h-2014>.

In June 2020, the agency issued a Statement of Recommitment to inclusive history: https://bit.ly/ADAH_StatementOfRecommitment

Application Procedure:

1. Apply to the State Personnel Department:

- Find the official position announcement at: <https://www.personnel.alabama.gov/jobs>
- Complete the State of Alabama Application available at: <https://personnel.alabama.gov/Downloads/StateApp.pdf> or create a profile and apply online at: <https://www.personnel.alabama.gov/Services/login?LI=OES>.
- Submit the application to State Personnel and include transcripts.

2. After applying to the State Personnel Department, submit the following documents via email to kelly.hallberg@archives.alabama.gov:

- Cover letter (including availability details)
- Resume/Vita
- Academic transcripts (may be unofficial)
- Copy of application submitted to the State Personnel Department
- List of professional references with contact information.

This is a State of Alabama Merit System position. Candidates lacking education or experience to qualify for the merit system position may alternatively qualify for a Professional Trainee appointment in a merit position.

The deadline to apply is Friday, September 2. Candidates will be selected for interview based on the information submitted. The anticipated hiring date is Fall 2022.

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