



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

Position: 30451 (003) Collections Curator – General

Annual Salary Range: \$31,488.00 - \$50,119.20

Deadline for applications: May 15, 2018

Anticipated start date: Summer 2018

The Alabama Department of Archives and History (ADAH) seeks a collections curator with archaeological experience. Primary duties include cataloging, researching, documenting, and inventorying objects held by the ADAH Museum Division according to professional standards and best practices. Duties will include special emphasis on the ADAH's extensive archaeological collection of items of Native American origin. The curator will participate in committees to assist with the creation and implementation of departmental decisions, policies, and procedures and may also contribute to special projects such as exhibits and community outreach. As a member of the Museum Collections Section, the curator reports to the Section Coordinator.

Duties:

- Create object catalog records in PastPerfect museum software, including determining standard object name nomenclatures, recording detailed artifact descriptions, researching provenance data, evaluating artifacts' general physical condition and capturing digital images of the objects.
- Assist with implementation of the agency's NAGPRA program, including conducting research in response to inquiries, analyzing artifacts, updating the artifact database, and maintaining the NAGPRA activity database.
- Provide reference assistance to researchers regarding artifacts in the ADAH collection.
- Monitor environmental conditions of artifact processing and storage rooms to ensure long-term preservation of the collection.
- Work closely with other staff members in developing exhibits and other public programs.
- Work with staff members, government agencies, and private citizens to acquire historical collections that fit the parameters of the ADAH collections policy.

Knowledge, Skills, and Abilities:

- Knowledge of the history and philosophy of museums, as well as standard museum policies and procedures.

- Knowledge of research tools and techniques for the documentation of historic objects.
- Knowledge of current issues and trends in collections management and ability to keep up-to-date with new practices and techniques.
- Knowledge of the prehistoric and historic Native American tribes of Alabama, particularly the Creek Indians.
- Knowledge of standard archaeological methods and theories.
- Familiarity with photography and/or 3D scanning of collections for documentation purposes.
- Evidence of commitment to the curatorial and archaeological professions by memberships and participation in professional associations.
- Record of ongoing professional development and contribution.
- Ability to work well with a diverse population.
- Ability to express ideas clearly, both orally and in writing.
- Ability to work independently, and perform effectively in a collaborative environment.
- Ability to lift and carry heavy boxes weighing on average 50 pounds.

Minimum Qualifications:

- Bachelor's degree from an accredited four-year college or university in museum studies, public history, history, anthropology, archaeology, American studies, or a closely related field.
- One year of curatorial work experience in a museum or historic site working with artifact collections.
- One year of archaeological work experience, or completion of an archaeological field school.
- For the promotional register, current permanent status as a Cultural Resources Assistant.

About Montgomery:

Montgomery and the River Region are home to friendly people, high-tech industry, the State Capitol, and a major Air Force Base. The region is growing quickly with over 360,000 people in Montgomery, Prattville, Millbrook, Pike Road, Wetumpka and Tallassee and enjoys a low cost of living. Located in central Alabama at the intersection of Interstate Highway 85 (east and west) and Interstate Highway 65 (north and south), Montgomery is:

- 161 miles southwest of Atlanta
- 92 miles south of Birmingham
- 168 miles north of Mobile and the Gulf of Mexico

About the ADAH:

Alabama created the first state department of archives and history in the United States in 1901. Now in its second century of service, the ADAH continues its work in the preservation of records and artifacts while adapting to the needs of 21st-century audiences. In 2014, the ADAH's Museum of Alabama opened its doors. It includes three

permanent exhibitions showcasing thousands of objects and records that tell the story of 14,000 years of human history in what is now Alabama. The department continues the following programs as priority services:

- preservation and security of object and archival collections
- educational programs and tours to school children, tourists, and interested citizens
- outreach to the K12 community promoting the use of primary sources in the classroom
- assistance to state agencies and local governments in the preservation of their records of historical value
- reference services
- use of new information technology to extend the department's services

Application Process:

To apply for this position, please submit CV or resume and cover letter to Raven Christopher at Raven.Christopher@archives.alabama.gov. The cover letter should include availability and emphasize the relevant experience and skills that make you a good candidate for this position.

Eligible candidates will then be encouraged to apply for entry on the Curator Register and submit an official application to the State Personnel Board. To be offered merit-system employment as a curator at ADAH, applicants must be on the state personnel register. Applicants who have the desired archaeological experience but lack experience in a museum setting may be eligible for appointment as a professional trainee while gaining the requisite experience.

All questions or requests for further information about this position or the application process should be directed to:

Raven Christopher
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