

CURATOR OF PROGRAMS AND EXHIBITS
Alabama Department of Archives and History
624 Washington Avenue, Montgomery, AL 36130
www.archives.alabama.gov

Annual Salary Range: \$38,364.00 - \$64,152.00

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

The Alabama Department of Archives & History (ADAH) seeks an organized, team-oriented, and enthusiastic Curator of Programs and Exhibits. This is a full-time position and includes state benefits. The person will develop and coordinate a wide range of programs for the department's adult audiences, including public lectures, symposia, workshops, book talks, and special events. At the direction of the Exhibits, Publications, and Programs Coordinator, they will also work with a lead exhibits curator, a publications curator, and other professionals on the development of and research for exhibits and publications in multiple formats. This position further supports the department's interpretive program through involvement in the tour program for adult groups and through outreach to historical, educational, and civic organizations.

The Curator of Programs and Exhibits will join the ADAH at an important juncture in its history, as the agency implements updates to its existing, permanent exhibits and advances a robust schedule of rotating exhibits. The ADAH gallery spaces, known collectively as the Museum of Alabama, house exhibits that tell the story of Alabama from prehistory to the present-day.

Essential Job Duties:

- Work with department staff to plan and manage a variety of public programs.
- Coordinate all logistical aspects of these programs, including scheduling, speaker arrangements, coordination of equipment needs, and registration.
- Support the professional work of the section through research and writing for publications, development and installation of exhibits, procurement, and associated tasks.
- Liaison with ADAH communications coordinator on program publicity.
- Assist with grant writing and reporting, as needed.
- Other duties as assigned.

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

Qualifications:

- Bachelor's degree from an accredited four-year college or university in museum education, museum studies, public history, history, social sciences education, 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.

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/or American history.
- Knowledge of museum interpretation concepts and best practices.
- Excellent verbal and written communication skills.
- Ability to conduct independent research with primary and secondary sources.
- Ability to lead museum tours.
- Ability to interact professionally with staff, volunteers, visitors, and other stakeholders.
- Working knowledge of Microsoft Office and Adobe Acrobat.

The ADAH was founded in 1901 and serves as the state archives and state history museum. It is located within the Capitol complex in downtown Montgomery. To learn more about the agency, visit <http://www.encyclopediaofalabama.org/article/h-2014>.

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

Application Procedure:

Apply to the State Personnel Department (SPD):

- Find the official position announcement at http://personnel.alabama.gov/Documents/Announcements/101996_A.pdf.
- 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/OES/Login.aspx>.
- Application process questions may be answered at <https://www.personnel.alabama.gov/Process> or <https://personnel.alabama.gov/Downloads/OESHHelpDoc.pdf>.
- Submit the application to State Personnel and include transcripts.

After applying to the SPD, submit the following documents via email to alex.colvin@archives.alabama.gov:

- Resume and cover letter (including availability details and any salary requirements)
- Academic transcripts (may be unofficial)
- Copy of application submitted to the State Personnel Department
- List of professional references including contact information

The deadline to apply is June 1, 2025. Candidates will be selected for interview based on the information submitted. The anticipated hiring date is summer or fall 2025.

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