

JOB DESCRIPTIONS

Cultural Resources Coordinator (30420)

and

Cultural Resources Coordinator, Senior (30423)

Location: Various locations throughout the state

Alabama Historical Commission

DESCRIPTION

The Alabama Historical Commission (AHC) seeks full-time Cultural Resources Coordinators and Cultural Resources Coordinator, Seniors. These positions will be filled from the State of Alabama Personnel Department's Cultural Resource Coordinator and Cultural Resource Coordinator, Senior registers.

The AHC, the State Historic Preservation Office, was created on August 19, 1966, when Governor George Wallace signed Act Number 168 of the Special Session. The AHC works to accomplish our mission through two fields of endeavor: Preservation, interpretation, and promotion of state-owned historic sites as public attractions; and statewide programs to assist people, groups, towns, and cities with local preservation activities.

The individuals chosen to fill these positions will have good administrative skills, be energetic, highly motivated, and dedicated to helping tell the story of Alabama.

Responsibilities include but are not limited to:

- Overseeing daily operations, programs, budgets, finances, and personnel to achieve goals.
- Working closely with the AHC Historic Sites staff to develop programming in alignment with short and long-term goals, to promote visitation and historic preservation.
- Overseeing construction and restoration projects
- Working closely with community stakeholders, Friends Groups, Boards and/or Foundations
- Collaborating with staff to foster programs that encourage deeper understanding of Alabama history.

Minimum Requirements:

Master's degree from an accredited college or university in American History, Architectural History, Historic Preservation, Preservation Planning, American Studies, Architecture, or closely related field.

At least five years of professional experience in research, writing, teaching, or interpretation with an academic institution, historical organization, agency, museum, historic site, or other professional institution.

Skills:

- Strong planning, organizational, and communication skills
- Administrative experience, including monitoring budgets.
- Experience working with the public.
- Experience organizing and leading public programs and events.
- Experience developing or assisting with the development of interpretive exhibits.
- Ability to work collaboratively with a diverse group of stakeholders.

How To Apply

Complete an application form at www.personnel.alabama.gov. For the Cultural Resources Coordinator position please use classification code 30420, salary range \$42,501.60-\$71,083.20 and for the Cultural Resources Coordinator, Senior use classification code 30423, salary range \$49,267.20-\$82,627.20. Apply on-line, by mail or by email at apply@personnel.alabama.gov.