Curation Specialist
U.S. Army Garrison-Hawaii, Pohakuloa Training Area

POSITION
A Curation Specialist position is available with the Center for Environmental Management of Military Lands (CEMML) to provide on-site program support for the Cultural Resources Management Program, Environmental Division in the Directorate of Public Works, U.S. Army Garrison, Hawaii (USAG-HI). This position will be duty-stationed at Pohakuloa Training Area on the Island of Hawaii, or Schofield Barracks on the Island of Oahu.

ORGANIZATION
CEMML is a research, education and service unit within the Warner College of Natural Resources at Colorado State University (CSU). CEMML applies the latest and most appropriate science to promote the sustainable management of natural and cultural resources on Department of Defense (DoD) and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and within CSU to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations. To learn more about CEMML’s contributions to land management, our mission, vision, and values, visit http://www.cemml.colostate.edu/.

RESPONSIBILITIES
The Curation Specialist is responsible for cleaning, analyzing, inventorying, accessioning/deaccessioning, photographing, cataloging and labeling of archaeological and historical collections; maintaining the curation facility and maintaining archival records, including photographs, maps, field notes and other related documents.

The Curation Specialist implements collection programs and protocols and provides direct support for the management of documents and material owned or administered by USAG-HI. This position provides material preservation guidance and support to a team of archaeologists and architectural historians to accomplish appropriate field collection, transmittal, storage, and care of cultural and historic material. Assists staff in accessing collections, and evaluating and implementing use and study of collections. Facilitates use of collections in accordance with Federal regulations, Garrison policy, and direction from the USAG-HI Cultural Resources Managers. Responsible for compiling data about the collection, participates in education and outreach activities, conducts inventories of collections, and is responsible for coordinating procurement and maintenance of curation supplies.

LOCATION: The U.S. Army Garrison, Hawaii provides installation management service and support for Army and civilian personnel at Pohakuloa Training Area and other sub-installations located throughout the islands of Oahu and Hawaii. The Directorate of Public Works, Environmental Division supports the U.S. Army’s commitment to environmental excellence in all aspects of the Army’s mission in Hawaii. While balancing the unique considerations of mission, community and the environment, the Environmental Division assists U.S. Army Hawaii to continuously strive to improve its environmental performance and seeks to lessen environmental footprint and prevent pollution; minimize impact on the Hawaiian land; conserve, preserve and protect our natural and cultural resources; and comply with all applicable environmental laws and regulations.

MINIMUM QUALIFICATIONS
- BS/BA degree in Museum Studies, Library Information Science, Anthropology/Archaeology, History, Historic Preservation or related field.
- Minimum of three (3) years of professional experience working with collections and/or curation facilities.
- Demonstrated experience with collections preservation principles and techniques; storage techniques and protection practices; as well as documentation procedures, including accession, catalog, and other recordkeeping.
• Working knowledge of environmental and pest monitoring principles and techniques with the ability to develop environmental/monitoring plans.
• Proficiency with Microsoft Office applications, including Access, Excel, PowerPoint, Outlook.
• Ability to present written correspondence, reports, and recommendations in a clear and concise manner.
• Demonstrated ability to make frequent and effective oral presentations.
• Willingness to work in a highly structured work environment with established lines of authority, procedures and protocols.

The successful candidate must have a valid driver’s license or the ability to obtain a driver’s license by the employment start date. The successful candidate must be legally eligible to work in the United States by proposed start date; CEMML will not provide visa sponsorship for this position. Candidate must be able to comply with all applicable regulations to obtain a Common Access Card (CAC). Furthermore, candidate is required at a minimum to complete a NACI/SF85 and successfully pass a federal background check to remain eligible for employment by CSU. Colorado State University has mandated vaccinations against COVID-19. Faculty and staff are required to submit their vaccine status or declare an exemption.

DESIRABLE QUALIFICATIONS
• MS/MA degree in Museum Studies, Library Information Science, Anthropology/Archaeology, History, Historic Preservation or related field.
• Highly qualified candidate will possess greater than three (3) years of professional work experience organizing and managing a small curation facility, which includes responsibility for collections preservation, storage, accessioning, cataloging, inventory and other collections accountability principles and techniques, and other recordkeeping duties.
• Working knowledge of PastPerfect or other curation management software.
• Working knowledge of American Alliance of Museum standards, guidelines, and procedures for collections management.
• Knowledge of Hawaiian and/or Pacific Islands archaeology and cultural history is highly desirable.
• Ability to integrate collections information management needs into a cohesive multi-disciplinary access system is also highly desirable.
• Ability to recognize the interrelationships of resource management disciplines, such as museum services, archaeology, building preservation, ethnography, etc. is highly desirable.
• Experience synthesizing conflicting information from a complex variety of historical evidence is preferred.
• Experience training staff in collections management, standards, and procedures is preferred.
• Experience developing educational and public outreach materials and presentations is a plus.
• Experience in the manipulation and restoration of digital images is desirable.
• Demonstrated knowledge of methods and issues in historic archaeology and historic architecture is preferred.
• Basic familiarity with U.S. Federal historic preservation laws and regulations that govern cultural resource management, especially the National Historic Preservation Act (NHPA) and the Native American Graves Protection and Repatriation Act (NAGPRA).
• Demonstrated familiarity with Department of Defense and U.S. Army guidelines and regulations for curating archaeological collections.
• Ability to act with diplomacy and discretion at all organizational levels is highly desirable.

DIVERSITY STATEMENT
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.
BACKGROUND CHECK
Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

SALARY
Salary is commensurate with experience and qualifications. Annual salary range $60,000-$70,000.

BENEFITS
Colorado State University offers a generous benefits package including 24 days of paid vacation leave, tuition credits, excellent health insurance (including vision and dental), and retirement plans with 12% matching. For more information on Administrative Professional benefits, visit http://www.hrs.colostate.edu/benefits/.

APPLICATION
Prospective candidates should apply online at https://jobs.colostate.edu/postings/100522. Applicants must meet the minimum qualifications in the announcement to be considered for hire. Apply no later than March 21, 2022 for full consideration. Upload each of the items below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf). Please note that incomplete applications cannot be considered. Please remove social security numbers and birthdates from application materials. A complete application consists of:

1) Statement of Qualifications (one-page letter addressing each qualification described in announcement)
2) Resume
3) Transcripts (Official or Unofficial)
4) References – please include within your application contact information for three professional references including at least one supervisor. References will not be contacted without prior notification of candidates.

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce, and complies with all federal and Colorado state laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

See a complete listing of open CEMML positions at http://www.cemml.colostate.edu.