

Classification Title: Cultural Resource Specialist

Working Title: Cultural Resource Specialist

Salary Range: \$49,023.60 – \$49,366.80 per year

Position Number: 7010420

Job Summary – Why you'll love this position

We respect and embrace the experiences, knowledge and contributions of our team members. We strive for a culture of belonging and balance by upholding our [values](#): Stewardship, Integrity, Collaboration, Respect and Innovation. We are passionate about Missouri, our role to preserve, protect and enhance our environment and we are committed to serving its citizens. We believe our [mission and vision](#) serve a greater purpose and will be felt for generations to come.

This position will be located at Rock Bridge Memorial State Park, 5901 MO Hwy 163, Columbia, MO 65203, and will work 8:00 AM to 5:00 PM.

Responsibilities– What you'll do

- As part of the Division of State Parks' Cultural Resource Management (CRM) Program, this position serves as a cultural resource specialist primarily assisting Missouri State Park (MSP) facilities in the Northern Parks Region.
- Help train, advise, and provide technical support to State Park facilities in artifact collection management, including cataloging, rehousing, collection software training, and treatment recommendations.
- Assists facilities with historic structure condition assessments and provides guidance/training for historic building preservation and maintenance.
- Works with other program staff to refine methodology for conducting field assessments of historic structures in the State Park system, and helps implement assessments.
- May participate in regional project review meetings and public meetings to provide guidance on cultural resource issues, as needed and requested by supervisor.
- Helps implement and update the Division of State Parks' Cultural Resource Management policies.
- May assist with the evaluation and selection of project proposals submitted to the Division's Cultural Resource Fund.
- Assists and provides guidance on historic research, writing, and updating facility Cultural Resource Management Plans; assists with development of historic cemetery maintenance plans
- May assist with conducting archaeological field surveys and monitoring archaeological sites.
- Help develop and deliver cultural resource management trainings to regions (e.g., may include historic window repair, plaster work, masonry, Section 106 training, historic research methods, artifact cataloging, historic cemetery care). May assist with contracting external trainers, as needed.
- Assist with archival organization and scanning as needed in central office and at regional facilities.
- Other duties as assigned.

Qualifications – All you need for success

To be successful in this position, a candidate will need the following skills:

- Attention to detail: Is thorough when performing work and conscientious about attending to detail.
- Adaptability: Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

- History and archaeology: Knowledge of historical events and their causes, indicators, and impact on particular civilization and cultures, and of cultural resource preservation techniques.
- Self management: Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
- Problem Solving: Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Equivalent to those typically gained by:

- 3-5 years of relevant experience and/or educational background including historic preservation, architectural history, museum studies, or public history.
(Additional education or experience may substitute for the required education or experience)

Preferred qualifications:

Experience in museum collections management.

Practical, hands-on experience in historic building preservation techniques.

Experience with Microsoft Office suite, collections management software, ArcGIS, and Adobe Photoshop.

Knowledge of, and familiarity working with the National Historic Preservation Act (Section 106), Secretary of Interior's Standards for Treatment of Historic Properties, and the Native American Graves Protection and Repatriation Act (NAGPRA).

Lack of post-secondary education will not be used as the sole basis denying consideration to any applicant.

[Job Details –More reasons to love this position](#)

Benefits & Work-life Balance

Our benefits package and flexible 40-hour work week promotes the mental and physical health of you and your family as you work towards achieving your professional goals. Benefits include paid vacation and sick leave, paid life insurance, medical, dental, vision and prescription insurance. Learn more [here](#).

How we invest in you:

- Exceptional professional development: mentoring from experienced professionals, cross-media training, career advancement opportunities, paid trainings and continuing education tuition assistance.
- Support for professional registrations when required, through paid study materials, fees, study time, test time, exam fees and licensure renewal fees.

[Contact Details – if you have questions about this position please contact](#)

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Or DNR Recruiter, dnr.recruiter@dnr.mo.gov