

# Curator I, Faculty Services

The Ohio Historical Society is seeking qualified applicants for a full time Curator I, Faculty Services position. Please submit a resume and cover letter to:

The Ohio Historical Society  
Human Resources Department  
1982 Velma Avenue  
Columbus, OH 43211-2497  
Fax: 614/297-2293  
E-mail: [applicant@ohiohistory.org](mailto:applicant@ohiohistory.org)

Curator I, Faculty Services

## Summary:

Responsible for identifying society collections related to Teaching American History grant  
< <http://www.ohiohistory.org/about/jobs/092409.html##> > seminars, working with educators to select primary sources for lessons plans, working with project partners to plan seminars and field trips, providing training to educators on using primary sources, presenting workshops on researching OHS collections, digitizing and describing primary sources, presenting workshops on researching OHS collections, digitizing and describing primary sources for online access, bringing appropriate OHS resources to participating classrooms and providing reference service to educators.

## Essential Duties and Responsibilities:

- \* Select and identify society collections related to the Teaching American History grant seminars.
- \* Assist Project Director and Partner Liaisons in the development of seminars and field trips.
- \* Assist educators in the identification of primary sources to support the development of curriculum  
< <http://www.ohiohistory.org/about/jobs/092409.html##> > and lesson plans.
- \* Provide access to primary source material through a variety of means including digitization, traveling kits and classroom visits.
- \* Instruct educators and students on the use of primary sources in historical research.
- \* Manage project budget.
- \* Other duties as assigned.

## Supervisory Responsibilities:

N/A

## Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Requires a Master's degree in the appropriate field from an accredited university or equivalent work experience plus a minimum of one to three years experience with museum, library or archival collections and/or social studies educators.

**Language Skills:**

Ability to communicate to staff and the general public, both orally and in writing, on professional and educational levels in all areas of responsibility.

**Mathematical Skills:**

Ability to create and manage a budget.

**Technical Skills:**

Broad technical knowledge of the digital imaging process, including scanning hardware and imaging software. Computer skills including Microsoft Office suite, Adobe Photoshop, HTML authoring tools and database experience.

**Reasoning Ability:**

Ability to work independently and as part of a team, pay attention to detail and meet deadlines.

**Physical Demands:**

This position requires prolonged sitting (primarily at a computer terminal), standing (primarily at photocopy machine) and some bending, stooping and stretching. Also requires occasional lifting and moving of boxes weighing up to fifty pounds.

**Work Environment:**

Majority of the work performed in an office environment; some work takes place in library stack and storage areas. Includes travel in Ohio. Occasional Saturdays and evenings required.

Stacia Kuceyeski

Unit Manager, Faculty Services, Outreach Projects

The Ohio Historical Society

1982 Velma Avenue

Columbus, Ohio 43211

ph. 614.297.2574

fx. 614.297.2546

skuceyeski@ohiohistory.org