

**Collections Curator for the  
J.A. White Family Goliad Center for Texas History Archives  
Goliad County Library**

**Knowledge Skills & Abilities:**

*Education:*

High School diploma or GED, College credit is preferred or work experience in related field.

*Preferred Skills:*

Organized, highly motivated self-starter. Computer literate in Microsoft Office programs and able to perform at minimum a basic genealogical search on *Ancestry* or *Family Search*. Must have an interest in local, area and state history, good people skills, able to attend professional training as approved by Long Range Planning Committee (LRPC)

*Abilities:*

Evidence of administrative effectiveness: strong leadership, planning and organizational skills.

Experience in soliciting, acquiring, organizing, cataloging and maintaining archival collections.

Knowledge of best practices related to the archival process; identification, access, control, organization and digitization of print and electronic records and other primary source materials.

Efficient research abilities as needed to fulfill the archival requests and public inquiries for information, including familiarity with a basic genealogical search using *Ancestry* or *Family Search* in order to assist patrons.

Public service oriented. Evidence of effective oral, (public speaking) written, and interpersonal communication skills. Ability to maintain positive relations with patrons, donors and support groups.

Flexibility and resourcefulness in analyzing and problem solving.

Must be able to climb step ladder and lift up to 25 lb. boxes of archival materials.

**Responsibilities:**

Maintain regular posted hours of operation, making the materials housed in the GCTH available to patrons.

Management of the day to day operations of the archives. Including placing archival materials and office supply orders as needed.

Maintain the mission of the GCTH *to preserve, protect and promote the rich history of Goliad County, and the Coastal Bend Region*. Accomplishing this through archival preservation, storage and exhibition of records historically significant to the scope of the J.A. White Family Goliad Center for Texas History (GCTH).

Accession book, manuscript, photo or other donation collections to the Library, for ease of patron search, both online and in the library building.

Develop and grow the collections of the J. A. White Family Goliad Center for Texas History by actively soliciting, acquiring, and appraising archival records related to the history of Goliad, Texas and the Coastal Bend region and its people groups.

Create fundraising strategies and cultivate donors who support the goals and activities of the J.A. White Family Goliad Center for Texas History, while working to build opportunities for acquiring and supporting of collections, and funding of projects.

Work within the guidelines and policies established by the LRPC and the Library Board.

Work cooperatively and collaboratively with the Library Director, who has responsibility for the whole building and its activities

### **Leadership and Management:**

Provide leadership, establishing a vision through strategic planning for the archives, setting both short and long-term goals and priorities for preservation and access to all collections in various formats, as well as identifying resource needs, and cultivating opportunities for growth.

Advance the public relations of the GCTH.

Coordinate transfers of records and/or archival loans to the GCTH.

Participate in continued training opportunities - webinars, seminars, field trips and conferences.

Prepare regular reports for the LRPC and the GCL.

Work with the long range planning committee to share recommendations on the hiring, training, and supervising of additional and intern staff for GCTH.

### **Development:**

Direct, plans, and prepare public programs dealing with archival materials, special collections and local and state history. (Lectures, exhibits, conferences)

Seek opportunities to actively participate in collaborative programs and services locally and regionally. (Public speaking)

Coordinate the use of digital technology to create, manage, store, and curate, collections.  
Maintain Facebook presence.

Maintain and update collection and usage policies as needed, with final approval by Library Director and LRPC.