

ASSISTANT REGISTRAR

Alabama Department of Archives and History
624 Washington Avenue, Montgomery, AL 36130
www.archives.alabama.gov

Annual Salary Range: \$38,364.00 - \$64,152.00

Classification(s): 30430–Archivist *or* 30451–Curator

Deadline to apply: June 30, 2026

The Alabama Department of Archives & History (ADAH) seeks an organized, team-oriented, and enthusiastic Assistant Registrar. This is a full-time position with state benefits. The successful candidate will be hired in one of the classifications listed above. At the direction of the Registrar, the person in this role will improve access to legacy accession files, assist with custody resolution, support the evaluation of donation offers and loans, generate accurate records, and perform other duties of the Registrar's Office.

The ADAH has a robust collecting program, daily fielding offers of a wide range of historical material documenting Alabama history. The Registrar's office manages the acquisition process, with emphasis on donor relationships and recordkeeping. The office also manages an active loan program and is involved in other aspects of collections management, security, access, and education.

Essential Job Duties:

- Generate loan agreements and condition reports.
- Fulfill reference requests from staff members and the public by conducting research in the department's legacy accession files.
- Create and update records in PastPerfect with a high degree of accuracy.
- Assist with custody resolution, to include researching donations, contacting donors, and facilitating disposition of materials.
- Provide support for the intake and review of new donation offers, to include research, photography, and care and handling tasks.
- Other duties as assigned.
- *This position will require occasional weekend and after-hours work and travel.*

Qualifications:

For the Archivist Register (30430): Bachelor's degree in history, political science, government, public administration or a closely related field **PLUS** two graduate courses in archival administration **OR** one year's professional experience in archival or records management work.

For the Curator Register (30451): Bachelor's degree in museum studies, public history, history, anthropology, archaeology, American studies, or a closely related field **AND** one year of curatorial work experience in a museum or historic site working with artifact collections.

Preferred Knowledge, Skills, and Abilities:

- Strong organizational skills, including the ability to manage multiple tasks and projects simultaneously.
- Knowledge of Alabama and American history.
- Ability to conduct historical research using primary and secondary sources.
- Knowledge of collections management concepts and best practices, including standards for handling archival and museum materials.
- Excellent verbal and written communication skills.
- Ability to interact professionally and appropriately with staff, volunteers, visitors, donors, and other stakeholders.
- Evidence of commitment to the profession by participation in professional associations.
- Working knowledge of Microsoft Office Suite.
- Ability to lift and carry boxes weighing up to 35 pounds.

Application Procedure:

Apply to the State Personnel Department (SPD):

- Find the official position announcements at https://personnel.alabama.gov/Documents/Announcements/101276_A.pdf http://personnel.alabama.gov/Documents/Announcements/101996_A.pdf
- Complete the State of Alabama Application available at <https://personnel.alabama.gov/Downloads/StateApp.pdf> and email to apply@personnel.alabama.gov or create a profile and apply online at <https://www.personnel.alabama.gov/OES/Login.aspx>.
- Application process questions may be answered at <https://www.personnel.alabama.gov/Process> or <https://personnel.alabama.gov/Downloads/OESHelpDoc.pdf>.
- Submit the application to State Personnel and include transcripts.

After applying to the SPD, submit the following documents via email to haley.aaron@archives.alabama.gov:

- Resume and cover letter (including availability details)
- Academic transcripts (may be unofficial)
- Copy of the application you submitted to the State Personnel Department
- List of three or more professional references including contact information

The deadline to apply is June 30, 2026. Candidates will be selected for interview based on the information submitted. The anticipated hiring date is summer 2026.

Haley Aaron

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