

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources and Organizational Development  
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**JOB ANNOUNCEMENT**

**Archivist 1 - Education Outreach Archivist**

Tennessee Department of State  
Tennessee State Library and Archives  
Education Outreach Program

**Mission:** The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Education Outreach Coordinator

**Summary:** This professional position has the responsibility to provide services to teachers and students in Kindergarten-Twelfth grade (K-12) and students in the college/university communities across the state of Tennessee.

**Duties and Responsibilities:**

- Provides assistance and support for education outreach activities both on-site and in the field
- Corresponds with teachers and administrators about services provided by education outreach
- Assists with the planning, coordination, and presentation of teacher workshops and in-service training statewide and online
- Conducts programming for K-12 and college students during on-site field trip visits
- Supports the Library and Archives' Field Trip program
- Represents the organization at statewide education conferences
- Develops educational curriculum and digital content for K-12 students, coordinating with the TSLA Educator Working Group and other sections with the Library & Archives and the Department of State
- Contributes to monthly newsletter for teachers
- Manages and promotes the DocsBox program
- Plans and conducts educational activities for public programming events at TSLA and with collaborative partners such as the TN State Museum and TN State Parks

- Conducts historical research into primary source collections
- Performs other duties as assigned

**Minimum Qualifications:**

Education and Experience

- Master's degree in Library/Information Sciences, Archives Management, Public History, or a related field from an accredited college or university.
- Experience equivalent to two years of work on education-related projects in a history-based organization. Experience developing classroom curriculum for social studies including history, and/or government K-12 classes preferred.

**Knowledge and Abilities**

- Knowledge of Tennessee and American history required.
- Understanding of and respect for the K-16 education environment.
- Strong organizational skills, including the ability to establish priorities, follow project timelines, and meet project deadlines.
- Highly motivated and self-directed with strong attention to detail
- Ability to work in a collaborative, team-focused environment
- Ability to communicate effectively with diverse audiences including teachers, K-12 students, academics, university students, and Library & Archives staff and patrons.
- Project management skills and experience.
- Public speaking skills and ease appearing on camera.
- Comfort with and understanding of the use of technology in the educational environment.
- Willingness and ability to work a flexible schedule and travel independently throughout the state. Periodic weekend and after-hours work required.
- Good driving record and valid driver's license.
- Ability to represent the Department of State positively to the public.

Physical requirements:

- Ability to lift materials up to 25 pounds.
- Ability to work in an environment that contains dust and other allergens.
- Ability to stand for up to four hours at a time.
- Ability to climb multiple flights of stairs.

Health, Safety, and collections security:

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take all measures necessary to protect the collections from loss, mutilation, or theft.

**Salary:** \$47,000 annually plus the State of Tennessee Benefits Package.

**To apply:** Please email your letter of interest and resume to the Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov). Please include the job you are applying for in the subject line.