The Alabama Department of Archives & History (ADAH) seeks a Digital Content Producer to sustain and grow our capacity for digital content production. At the direction of the Communications Coordinator, this person will be a member of the team responsible for implementing the ADAH’s public relations, marketing, and outreach efforts. Working in collaboration with staff, they will develop and produce digital content for marketing campaigns, exhibits, public programs, K-12 outreach, and other agency services. They will produce recordings of live and asynchronous programs for multiple audiences and platforms. Additionally, they will provide comprehensive technical support for the ADAH’s audiovisual systems during public events and other virtual programming.

Essential Job Duties:
- Work collaboratively with ADAH staff to produce digital content for exhibits, educational programs, K-12 outreach, promotional efforts, and other agency services.
- Produce recordings of live and asynchronous programs for multiple audiences and platforms. Provide comprehensive support for the ADAH’s audiovisual systems in its auditorium and public spaces. Also provide technical support for virtual programs and online meetings.
- Assist the Communications Coordinator in the development and implementation of the ADAH’s marketing strategies to promote public awareness of the agency’s programs and resources to audiences across the state.
- Other duties as assigned.

This position will require occasional weekend and afterhours work and some travel, mostly within the state of Alabama.

Minimum Requirements (Communications and Public Relations Specialist):
- Bachelor’s degree from an accredited four-year college or university in Journalism, Public Relations, Communications, English, or a closely related field.
- Two years of professional experience in the field of public relations, public information, communications, print journalism, broadcast journalism, or related media promotional/information experience. (Note: A Master’s degree from an accredited college or university in Journalism, Public Relations, Communications, English, or a closely related field may substitute for one year of the required experience, provided the applicant possesses a qualifying Bachelor’s degree.)
- A valid driver’s license.

Preferred Knowledge, Skills, and Abilities:
- Videography, photography, audiovisual editing and production, and graphic design
- Experience with audiovisual systems
- Strong organizational skills, including the ability to manage multiple tasks and projects simultaneously.
- Excellent verbal and written communication skills.
- Ability to prioritize and follow tasks through to completion in a timely manner.
- Ability to interact professionally and appropriately with staff, volunteers, visitors, donors, and other stakeholders.
- Working knowledge of Microsoft Office Suite and Adobe Creative Cloud.
The Alabama Department of Archives and History was founded in 1901 and serves as the Alabama state archives and state history museum. The Museum of Alabama tells the story of Alabama and its people from pre-history to the dawn of the 21st century. The agency is located within the Capitol Complex in downtown Montgomery, Alabama.

In June 2020, the agency issued a Statement of Recommitment to inclusive history.

This a State of Alabama Merit System position.

The official state job announcement(s) can be found below. Please apply according to your qualifications. Applicants will be considered from both classifications.

Communications and Public Relations Specialist

https://www.personnel.alabama.gov/Documents/Announcements/103727_A.pdf

Application Procedure:

1. Apply to the State Personnel Department:
   - Application process questions may be answered at https://www.personnel.alabama.gov/Process.
   - Submit the application to State Personnel and include transcripts.

2. After applying to the State Personnel Department, submit the following documents via email to georgiaann.hudson@archives.alabama.gov:
   - Cover letter (including availability details and salary requirements)
   - Resume
   - Examples of previous work in videography, photography, production, and/or graphic design
   - Academic transcripts (may be unofficial)
   - Copy of application submitted to the State Personnel Department
   - List of professional references including contact information

The deadline to apply is July 20, 2022. Candidates will be selected for interview based on the information submitted. The anticipated hiring date is late summer 2022.

Georgia Ann Hudson, Communications Coordinator
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