

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE
POSITION OPENING
Museum Director



The Haines Borough is accepting applications for candidates to fill the full-time position of Museum Director. This position is responsible for overall administration of all museum programs, financial strategies, bookkeeping, daily operations and maintenance of the Museum, maintaining the professionalism that earned the Museum accreditation.

Minimum Qualifications: 1) Bachelors degree or higher in museum studies, non-profit administration, or related field with knowledge of museum work. May be substituted with experience; 2) experience in fundraising and writing and managing grants; 3) two years supervisory and management experience; 4) ability to work a flexible schedule that will sometimes include weekends, evenings and holidays; 5) able to perform physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds, and walking up and down stairs; and 6) must be bondable.

Wage and Benefits: Starting wage is a minimum of \$24.45 and DOE This is a non-union position and includes medical benefits, PERS retirement, annual leave, sick leave, personal leave, and paid holidays.

Application Deadline: 5:00pm, Wednesday, October 31, 2012, or thereafter until filled.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesalaska.gov or by contacting:

Julie Cozzi, MMC, Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Ave.
907-766-2231, ext. 31
Fax: 907-766-2716
jcozzi@haines.ak.us

Posted 10/04/12
Michelle Webb, Deputy Clerk