

HAINES BOROUGH

HAINES, ALASKA

PUBLIC NOTICE

POSITION OPENING

Museum Operations Facilitator (Sheldon Museum)



The Haines Borough is accepting applications for the permanent position of Museum Operations Facilitator (Community Coordinator). This position works 40 hours/week during the five-month summer tourist season and 30 hours/week the other seven months of the year, and as needed for fundraisers and special programs.

This position is under the direct supervision of the Museum Director and oversees all aspects of the museum's outreach to the community: marketing, education, programming and volunteer management. The position is responsible for the recruitment, training, management and retention of volunteers; planning and implementation of education programming, educational components in exhibits and community outreach designed to maximize the learning experience for children, adult residents and visitors; and provides leadership in promoting a strong brand identity and marketing museum programs, events and exhibits. Serves as Acting Director in the absence of the Director.

Minimum Qualifications: Bachelor's degree in a field related to the requirements of the position; or equivalent combination of education and experience. The ability to work the required flexible schedule. Three or more years professional experience creating and implementing successful integrated marketing communications plans, educational programs, fundraising or volunteer management while working with a diverse group of people. The position requires physical activity, lifting/moving objects, and the ability to negotiate stairs.

Wage: The starting wage is \$16.08/hour with SBS (in lieu of Social Security). This is a union position and includes medical benefits, PERS retirement, leave, and paid holidays. This position is subject to union dues and initiation fees.

Application Deadline: Open 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:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 S. Third Ave.
Phone: 907-766-2231 Fax: 907-766-2716
jcozzi@haines.ak.us or kkielsmeier@haines.ak.us