

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING
Museum Aide
Sheldon Museum



The Haines Borough is accepting applications for a part-time seasonal Museum Aide. This position is under the direct supervision of the Museum Director and is responsible for conducting tours, interpreting local history, assisting with special projects, and overseeing gallery operations, as assigned. The work schedule will be flexible including some nights, weekends, and holidays. Assigned work will not exceed 14.75 hours a week. Start date will be as soon as possible, and the duration is generally through the summer tourist season.

Minimum Qualifications: High school graduate or the equivalent. The ability to work the required flexible schedule. The position requires physical activity, lifting/moving objects, and the ability to negotiate stairs.

Wage: The starting wage is \$10.89/hour with SBS (in lieu of Social Security). Some benefits with optional union membership. All new employees are subject to a probationary period.

Application Deadline: Tuesday, April 16, 2013 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:

Borough Clerk's Office
Haines Borough
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Ave.
907-766-2231, ext. 31 or ext. 36
Fax: 907-766-2716
jcozzi@haines.ak.us
www.hainesalaska.gov