

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING

Museum Collections and Exhibits Coordinator



The Haines Borough is accepting applications for a part-time Collections and Exhibits Coordinator to plan, design and install Sheldon Museum exhibits and keep records pertaining to museum collections. The position is for 19 hours per week (October through mid-May) and reports to the Museum Director.

Minimum Qualifications: Bachelor's degree in museum studies or related field or equivalent experience; museum experience or work in a similar field preferred; basic knowledge of the techniques and procedures related to collection management, interpretation and exhibit design; ability to work a flexible schedule.

Wage: \$16.08 per hour. PERS; SBS in lieu of Social Security; Holiday and Personal Leave pay with optional union membership.

Application Deadline: 5:00pm Friday, September 12, 2014.

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
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 Third Ave. S.
907-766-2231, ext. 31 or 36
Fax: 907-766-2716
jcozzi@haines.ak.us -or- kkielsmeier@haines.ak.us