



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

DATE: May 10, 2019

TITLE: MUSEUM PROGRAM COORDINATOR

DEPARTMENT:	Museum	DIVISION:	Programs
STATUS:	Regular Full-Time	DAYS:	Monday – Friday
		HOURS:	8:00 am – 5:00 pm occasional weekends and evenings
GRADE /STEP:	349 / A-E	DUTIES:	See attached job description
HOURLY:	\$22.04-\$23.38 DOQ	UNION STATUS:	YES
SPECIAL REQUIREMENTS: A Bachelor's degree from an accredited college or university with major course work in education, museology, public relations, anthropology, history, art, or a related field; two years of increasingly responsible museum public program administration experience; possession of, or ability to obtain, an appropriate, valid driver's license.			

ADVERTISING REQUIREMENTS

Position closes: June 3, 2019 @ 5:00 pm
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS: City of Ketchikan web site; Ketchikan Daily News; Local Job Service

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

MUSEUM PROGRAM COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, develops, creates, coordinates, and publicizes the educational and general programs for both the Totem Heritage Center and the Tongass Historical Museum of the Museum Department; publicizes exhibits, events, and programs including publication of a newsletter and hosting opening receptions for new exhibits; and implements program goals and objectives.

The Museum Department collects, researches, preserves, exhibits and makes available for reference, materials and information on Ketchikan area history, and offers and promotes programs for the public related to these materials and information. The Museum Program Coordinator participates in the planning, organization, and implementation of interpretive classes, workshops, and special programs in furtherance of this goal. The Museum Program Coordinator must perform these duties in a manner that reflects positively on the City and the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develops, implements and evaluates Museum Department activities relating to public programming including tours, interpretive and educational programs, workshops, exhibit opening receptions, and related public programs; coordinates program activities with other organizations, schools, and the media.
2. Develops and provides publicity for Museum Department programs; writes and distributes media releases and coordinates media coverage of all programs;. prepares quarterly newsletter for publication; develops and distributes exhibit postcards, exhibit and program posters, and exhibit related school/program hand-outs; conducts radio show related to museum programs.
3. Serves as host at exhibit openings; greets and meets guests; answers questions and provides information related to exhibits.
4. Conducts tours at the museum; tailors tours to particular groups as necessary.
5. Assists Senior Curator of Programs with Native Arts Studies program, including creating, laying out, and distributing annual brochure; recruits, manages contracts with, and makes travel arrangements for instructors; handles student registrations, records, and files; and coordinates with the University of Alaska Southeast (UAS) including cross referencing and preparing information for UAS course catalogue.
6. Arranges and schedules programs and assists program leaders in developing instructional objectives, scheduling and evaluation; oversees associated supply, tool, and equipment inventory.
7. Assists the Senior Curator of Programs in the development and administration of the division budget.

8. Assists in the preparation and processing of technical and complex reports, grants, and records relating to the Programs Division and publicity.
9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive museum program.
Principles and practices of education including public and museum education.
Museum policies and goals.
Principles and practices of public relations and communications.
Local and regional culture and history.
Methods and techniques of proper phone etiquette.
Recent developments, current literature and information related to developing educational and museum programs.
Marketing theories, principles and practices and their application to public museum programs.
Food preparation and food safety.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and procedures of record keeping and filing.
Pertinent federal, state and local laws, codes, ordinances and safety regulations.

Ability to:

Develop a museum education and public outreach program.
Develop media and public communication programs for museum programs.
Meet and work with diverse groups of people.
Operate office equipment including computers and supporting word processing, spreadsheet, desktop publishing, and database applications.
Learn to use a variety of graphic design software.
Establish and maintain a variety of files and records.
Speak well to individuals and groups.
Work independently in the absence of supervision.
Plan and organize work to meet changing priorities and deadlines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in education, museology, public relations, anthropology, history, art, or a related field.

Experience:

Two years of increasingly responsible museum public program administration experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a museum environment with some travel to different sites; extensive public contact; incumbents may be required to work extended hours including evenings, weekends, and holidays. High frequency of opportunity and requirements to represent the Museum Department to visitors, program leaders, granting agencies, representatives of community organizations and vendors.

Physical: Primary functions require sufficient physical ability and mobility to work in a museum setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Grade: 3-49

Job Position Code: 38513

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved: May 25, 2004

Date Amended: 5/24/04

Date Amended: June 2007 (*Johnson & Associates*)

Date Amended: December 2018

Human Resources Manager Approval

City Manager Approval