

CITY AND BOROUGH OF WRANGELL

JOB BULLETIN:

Nolan Center Director
Nolan Center

The City and Borough of Wrangell is recruiting for a Nolan Center Director to oversee all staff management, facility operations, and administration of the Civic Center, Museum, Collections, Gift Shop, Theater, and Visitor Center.

The Nolan Center Director is responsible for maintaining a record of Wrangell's past for its residents and visitors. The Director must educate the public, prioritize collections, and set goals for the safekeeping and care of Wrangell's historical record. The Director is responsible for performing the managerial and administrative tasks required to support and enhance the day-to-day business operations of the facility. This involves work with agency personnel, meeting planners, members of private industry, event planners, historical scholars and researchers and the general public, both locally and outside of Wrangell. The Director is responsible for overseeing the general condition of the building and making sure that all necessary maintenance is performed.

The ideal candidate has the ability to work independently, while performing a variety of administrative duties including supervision, delegation, personnel administration, and the ability to deal with the public. They will also have the ability to perform historical research on regional history, be a reliable source of information, and provide responsible, professional care to the community's collection of artifacts which are housed at the Museum.

Preferred education and experience require at least two years office management/administrative experience with emphasis on customer service and supervisory experience. Familiarity in civic facility operations is preferred. Knowledge in history, museum studies, or anthropology desired. Skill in event management is a plus. Experience in meeting/convention marketing and/or planning, proficiency in grant writing and grant administration, and budget formulation and administration is also desired.

This is a full-time, salaried position with full benefits, at Grade 24. The full job description and employment application can be found online at www.wrangell.com/jobs.

To be considered, submit a cover letter, résumé, and completed employment application via e-mail to amollen@wrangell.com, or in person to City Hall, 205 Brueger St., Wrangell, AK 99929. **Applications will be accepted until end of business May 4, 2018, with review beginning April 17.**

The City and Borough of Wrangell is an equal opportunity employer.

Lisa Von Bargaen
Wrangell Borough Manager