



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**This is a part-time position working approximately 24 hours per week.**

**TITLE:** Museum Visitor Services Coordinator

**LOCATION:** Morton Museum

**OPENING DATE:** August 25, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-42AD

**CLASS CODE:** 9205

**SALARY RANGE:** \$12.65 (DOQ) per hour with limited benefits due to part-time status

**FLSA STATUS:** Non-exempt

**PRIMARY FUNCTION:** This position provides customer service to the general public and assists with the Museum's initiatives in education, learning and gallery interpretation, ensuring an excellent museum visitor experience in support of the museum's mission and vision.

**QUALIFICATIONS:** Bachelor's degree in History, Museum Studies, Education or a related field, supplemented by 1 year of previous experience involving customer services, sales, and experience in area of assignment preferred; or any equivalent combination of education and/or experience which provides the requisite knowledge, skills, and abilities for this position.

**SPECIAL REQUISITES:** First-aid and C.P.R. certification required within 6 months of employment. Incumbents may be required to work some evening and/or weekend hours as needed.

**LICENSES:** Must possess and maintain a valid motor vehicle operator's license.

**NOTES:** Must be able to pass a work related physical and drug test. May require attendance at business functions outside regular business hours. May require occasional lifting/moving of items between 20 -50 pounds, therefore, some physical strength and agility is required.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.**

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

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THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.