



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Collections and Special Projects Coordinator

LOCATION: Morton Museum

OPENING DATE: October 6, 2017

CLOSING DATE: Until Filled

JOB NUMBER: JN17-52AD

CLASS CODE: 9203

SALARY: \$27,848 (DOQ) with *excellent benefits package*

FLSA STATUS: NON-EXEMPT

PRIMARY FUNCTION: This is responsible specialized administrative work managing services affiliated with the museum operation. This position works under the direct supervision of the Museum Director.

QUALIFICATIONS: Bachelor's degree with major course work in Museum Studies, Art, Art History or a closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

SPECIAL REQUISITES: First-aid and C.P.R. certification required within 6 months of employment. Normal scheduled hours are Tuesday through Saturday from 8-5, but hours are flexible depending on events scheduled each week.

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. Incumbent may be required to work late hours, weekends, changing shifts and holidays, as necessary.

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.

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.