

City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Museum Curator/Manager** for the City of Las Vegas Museum Division/Community Services Department.

Entry Level: Per Pay Plan – \$16.53

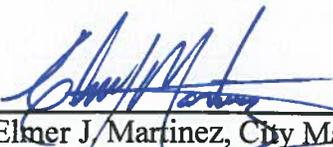
Nature of Job The Museum Services Administrator / Curator provides managerial, supervisory, curatorial and interpretive services required for the administration of physical plant and holdings of the Las Vegas City Museum and Rough Rider Memorial Collection. It is the further responsibility of the MSA/Curator to encourage preservation and prevent loss or degradation of the holdings through the application of “best practices” in the museology discipline and to maintain careful documentation of holdings and location files. The MSA/Curator facilitates the development and implements a broad-based plan in accordance with the City’s Master Plan and Infrastructure Capital Improvements Plan. Has oversight of the Museum collection and operations, and is responsible for public relations. Is aware of funding sources, prepares grant and funding requests, prepares the Museum’s annual fiscal budget. Responsible for visitation records, public commentaries, etc... Provides reports from this information. Regularly monitors storage and exhibition areas personally and with specific monitoring devices to assure optimum environmental conditions for the safety of the artifacts. Plans, researches, and executes new exhibits based upon the collection, archival materials, and other holdings. Responsible for designs, installations, interpretation based upon the artifact collection. Updates and remodels permanent exhibits when necessary. Provides professional advice to approved entities desiring to display artifacts. Reviews requests to assure accuracy aesthetics, quality, etc... Locates available traveling exhibits from outside sources. (A detailed job description is available at the Human Resource Office.)

Qualifications: Must possess a valid New Mexico Driver’s License with an acceptable driving record and must be insurable by the City’s Insurance carrier. Preference is given to applicants with a degree from an accredited four-year college or university who has completed a major course of study in museum science or academic fields related to the museum’s regional focus and activities. Equivalent education / experience acceptable. In order to be considered, the applicant with the minimum academic preparation of a High School Diploma must demonstrate having gained a minimum of two years experience with a museum during which the applicant performed supervisory duties as well as having had fiscal responsibility.

Posted: General Public: February 12, 2016 thru February 19, 2016

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Elmer J. Martinez, City Manager



Human Resource Manager