City of Las Vegas
Career Opportunity

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

Entry Level: Per Pay Plan – $12.29

Nature of Job: The Museum Specialist is a general position which assists with the maintenance and advancement of the City Museum and its collection as a source of information and research for the public. The Museum Specialist assists in the daily activities of the City Museum. Duties include maintaining the collection, which includes but is not limited to, handling, storage, cataloguing, and assessing items; monitoring storage and display environments. Other duties include performing historic research, assisting with the installation and de-installation of exhibits, assisting with programs for adults and children, assisting with the marketing of the City Museum's events, programs, and exhibits, and participation and assistance with the City Museum's Strategic Plan. Job performance is evaluated on the basis of direct observation of the Museum Services Administrator/Curator (MSA/Curator). Handles, photographs, catalogues, and assesses collection items. Provides support for research requests from the public, researchers, or students. Assists the MSA/Curator with the creation and physical installation and de-installation of exhibits within the Museum. Assists the MSA/Curator with the marketing of Museum events, exhibits, programs, and lectures. Assists the MSA/Curator with the planning and execution of the Strategic Planning Session. Assists the MSA/Curator with grant writing. Attends events or outreach programs as assigned. Welcomes visitors and performs front desk duties as assigned. Assists in maintenance of building and construction of platforms or exhibit material as needed. Assists in building custodial duties as assigned. Performs other related duties as assigned (A detailed job description is available at the Human Resource Office.)

Qualifications: Equivalent to a Bachelor's Degree or Associates Degree in Museum Studies, History or related field **plus** one year museum experience or the equivalent in historic institution or ANY combination of education, experience and training which provides the desired knowledge, skills and abilities. Experience with simple wood construction. Experience with building/grounds maintenance. Must possess a valid New Mexico Driver's License with an acceptable driving record and must be insurable by the City's Insurance carrier.

Posted: General Public: October 26, 2015 thru November 2, 2015

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