



COLORADO HISTORICAL SOCIETY

External Announcement – Non-classified Employment Opportunity Colorado Historical Society

Job Title: Assistant to the Regional Director

Position Number: 09878

Job Location: Trinidad History Museum, Trinidad, Colorado

Salary: \$3,075.00 – \$3,420.00 per month (The salary offered is usually the minimum listed, however, a salary above the minimum may be offered for some hard to fill positions.)

Release Date: December 17, 2009

Apply By: January 26, 2010

Employment Type: Full-Time

Class Code: 124800

Reannouncement: Applicants who previously applied for this position and wish to be considered must resubmit the application materials.

Information About The Job:

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at the Trinidad History Museum, Trinidad, Colorado and the Colorado Historical Society (CHS). Our professionals aspire to engage people in our State's heritage through collecting, preserving, and discovering the past in order to educate and provide perspectives for the future. Where Highway of Legends lake country meets Santa Fe Trail canyons and grasslands, Trinidad, Colorado makes a wonderful place to live and work. Experience its cultural events, historic sites and grand architecture, unique tours, and Rocky Mountain recreation. Trinidad provides an experience back in time to the Old West. Trinidad has a treasure in its Historic "Turn of the Century" buildings and brick streets! In addition to a great location and rewarding, meaningful work, we offer:

- ✓ Your choice of one of two strong, secure, yet flexible [retirement benefits](#) including PERA Defined Benefit Plan or the PERA Defined Contribution Plan
- ✓ [Medical and dental health plans](#)
- ✓ Paid life insurance plan plus additional optional coverage
- ✓ Free Short-term disability coverage plus optional long term disability
- ✓ 10 paid holidays per year plus paid opportunities to volunteer in the community
- ✓ Generous paid vacation and sick leave benefits
- ✓ Excellent work-life programs, such as flexible schedules, training opportunities and more

CHS has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

BROAD SCOPE OF POSITION: This position assists the Regional Museum Director of the Trinidad History Museum by maintaining the museum gardens and grounds, creating and implementing programs and projects about horticulture and history, and helping with general site operations. The position involves working Tuesday-Saturday on a regular basis and other times as needed. This position is a non-

classified, full-time appointment exempt from overtime under the federal Fair Labor Standards Act, reporting to the Regional Museum Director, Trinidad History Museum, and serves at the pleasure of the Board of Directors. This position is exempted from the State Personnel System.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintains the museum grounds to enhance interpretation, the visitor experience, and a neat appearance in consultation with the Regional Museum Director.
2. Coordinates special events and educational projects and programs for a variety of age groups in partnership with the Regional Museum Director.
3. Assists the Museum Director with general site operations.

QUALIFICATIONS:

The successful applicant must have a Bachelor's degree from an accredited college or university and at least 12 full months of experience at historic, museum, botanical, private, or commercial gardens, arboreta, parks, nurseries, or living history farms. The applicant must have at least 12 full months of experience organizing special events and/or educational programs. The applicant must have excellent interpersonal, public relations, and computer skills. The applicant must have oral and written fluency in English.

HIGHLY DESIRABLE: It is highly desirable that the candidate have at least 24 months of full-time experience at historic, museum, botanical, private or commercial gardens, arboreta, parks, nurseries, or living history farms. It is highly desirable that the candidate have a Bachelor's degree in horticulture or a related field of study, or certification as a master gardener, landscape designer, or a related certification. A Master's degree from an accredited college or university is highly desirable. It is highly desirable that the applicant has experience in fund-raising and grant-writing; and experience in retail sales; and some conversational Spanish language skills.

Special Necessary Requirements:

A condition of employment is the successful completion of a background check. Candidates must possess and maintain a valid Colorado driver's license, be able to travel independently, and have use of personal transportation. A valid Colorado driver's license must be obtained within three months of accepting this position and must be maintained throughout the term of employment. Must be able to lift up to 20 pounds frequently and 50 pounds occasionally. Must be able to climb ladders while carrying objects.

How To Apply:

Submit a letter of application, resume, and a list of three professional references which must be received by 4:00 p.m. on the above listed "Apply By" date to:

Position # 09878
Human Resources Office
Colorado Historical Society
1300 Broadway
Denver, CO 80203

Be certain to address how your education and experience relates to the qualifications listed above. Late or incomplete packets will not be considered. Please note that the application materials will not be returned. E-mailed and faxed applications will not be accepted. Applicants will be notified as to status. This position is eligible for benefits. Please note that a copy of a college transcript will be required prior to extending an offer of employment, and should be included with your application materials if a degree is required by the "Qualifications" listed above.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application materials.

NOTE: The Colorado Historical Society does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the United States Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from employment consideration to removal from employment at the Colorado Historical Society.

*To request ADA accommodation for an interview or in testing for an examination, contact: Human Resources, Colorado Historical Society, 1300 Broadway, Denver, Colorado, 80203 or by phone at (303) 866-2136. The Colorado Historical Society is aware and compliant of the Colorado Address Confidentiality Program. If you are enrolled in the ACP, please notify us **at the time of application** by providing a current and valid ACP card.*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

THE CHS WELCOMES APPLICATIONS FROM PEOPLE WITH DISABILITIES.