



# 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:** June 16, 2009

**Apply By:** June 25, 2009

**Employment Type:** Full-Time

**Class Code:** 124800

### **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 Director of the Trinidad History Museum by maintaining the museum gardens and grounds, creating a variety of educational programs about the gardens and non-garden topics, and performing general operational tasks. The position involves working Tuesday-Saturday on a regular basis, evenings during special events, 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 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 and the visitor experience in consultation with the Museum Director.
2. Coordinates educational projects and public programs in partnership with the Museum Director.
3. Assists the Museum Director with general operational tasks and performs general operational tasks in the Director's absence.

**QUALIFICATIONS:**

The successful applicant must have a minimum of a Bachelor's degree from an accredited college or university and at least twelve months of experience with historic, museum, botanical, or private gardens; arboreta; or parks, community gardens, and similar facilities. The applicant must have at least 12 full months of experience organizing educational programs and events. The applicant must have excellent interpersonal, public relations, and computer skills. The applicant must have oral and written fluency in English.

**HIGHLY DESIRABLE:** At least 24 full months of full-time experience at living history or working farms; historic, museum, botanical, or private gardens; arboreta; or parks. 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 of Arts degree from an accredited college or university is highly desirable. It is highly desirable that the applicant have a minimum of basic Spanish conversational skills and that the applicant have experience in fund-raising and grant-writing. It is highly desirable that the applicant have at least one-year of experience in retail sales.

**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.

*If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the Human Resources Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.*

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

THE CHS WELCOMES APPLICATIONS FROM PEOPLE WITH DISABILITIES.