



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Environmental Stewardship Department
External Announcement

Position Title: Museum Specialist

Department: Environmental Stewardship Department

Reports to: Cultural Project Manager

Position Summary:

The Museum Specialist will inventory and archive artifacts, photos, newspapers, and multimedia of Chickaloon Native Village Tribal citizens and from Chickaloon Native Village's traditional territory. The Museum Specialist will work to promote cultural preservation, restoration and education. This is a one-year, full time 40-hour per week position with benefits.

Qualifications:

Education: A bachelor's degree is preferred but could be substituted for four additional years of progressive work experience in a relevant academic discipline with demonstrated libraries, archives, or museums or a combination of education and relevant work experience. In depth knowledge of twentieth-century history & current events, with a degree in history or a related field.

Experience & Skills:

Three years of relevant work experience, and experience working for a Tribe.
Established knowledge of and experience with exhibit methods in a museum, archive, or library setting.
Excellent command of written and spoken English with extensive writing experience and good knowledge of editing conventions and notations; outstanding research skills.
Experience and success with writing grants to fund projects.
Experience applying professional standards as well as technical skills with databases, content management systems, spreadsheets, office software and other applications.
A background in Ahtna culture & language is preferred, or be willing to learn.
Outstanding interpersonal skills with the ability to work independently and as a team member and to work effectively and collegially across projects and departments.
Demonstrated ability to organize and prioritize work, acting with initiative, good judgment, and problem solving skills.
Ability to work efficiently under pressure and tight deadlines
Ability to quickly learn and use print and online tools and resources in area of specialization.
Demonstrated ability to work with a variety of materials (e.g. audio and video recordings, film, photographs, maps, etc.)
The ability to efficiently operate high quality scanning equipment, photography equipment as well as archival software. This position also will include operation of basic archival maintenance equipment such as suction devices and fabric cleaners and archival safe products.

Hiring Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

**Please submit a fully completed CVTC application & resume by
Noon on Thursday, December 27th, 2018.**
Applications are available on our website,
<http://www.chickaloon-nsn.gov/employment/>, by contacting
Jennifer at 745-0749, or by email request to:
employment@chickaloon-nsn.gov

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