

Artifact Manager

The Corbin Tourism and Convention Commission is accepting applications for the position of Artifact Manager for the Corbin Rail Museum. Working under the supervision of the Tourism Director, this position will care for the railroad artifacts and memorabilia, define what the artifacts are, as well as work on conducting research about their history, how they were used, what they were used for, etc. The position will also be responsible for putting together displays and arranging exhibits that tell the story of the railroad and the railroad worker in a fun and entertaining way.

Position is part-time and individual will work between 25 and 30 hours per week. Salary is contingent upon education and experience. Submit resumes to P.O. Box 956 Corbin, KY 40702 or to maggy@corbinkytourism.com. Deadline to apply is March 24, 2017.

SKILLS:

- ✓ Project coordination
- ✓ Knowledge of conservation and preservation best practices for the care of artifacts
- ✓ Ability to organize
- ✓ Ability to use several methods to conduct research
- ✓ Analytical and problem solving skills
- ✓ Excellent interpersonal skills
- ✓ Decision making skills
- ✓ Effective verbal and listening communication skills
- ✓ Computer skills including ability to operate a spreadsheet, word-processing, and desktop publishing programs at a highly proficient level
- ✓ Effective written communication skills including the ability to prepare reports
- ✓ Effective public relations
- ✓ Time management skills

EDUCATION:

- ✓ High School Diploma or equivalent