

## MUSEUM MANAGER / DOWNTOWN COORDINATOR

The City of Hamlet is hiring for the position of Museum Manager/Downtown Coordinator. This position initiates and promotes programs to improve, preserve, and enhance the Hamlet Depot Museum Complex and downtown area. Requires the ability to select, obtain and display items in the museum spaces; coordinates public education programs and workshops; leads fundraising campaigns; communicates with public and elected appointed boards, such as the Hamlet Depot Museum Board, as well as the Hamlet Business Development Association. This position will also be responsible for creating and implementing budgets for general maintenance and improvements of the complex; as well as obtaining quotes for work to be completed. The position researches and assists in the administration of grant funding opportunities to the City of Hamlet with respect to downtown business development and the Hamlet museums. Occasional weekend and evening work will be required. Work is performed under the general supervision of the City Manager. Physical, drug test, and background check required. Applications may be obtained from Hamlet City Hall, 201 Main St. or at <http://hamletnc.us/careers.html>. Position open until filled. EOE