

# CITY AND BOROUGH OF WRANGELL

## JOB BULLETIN:

### Nolan Center Facility Manager

The City and Borough of Wrangell is recruiting for a Nolan Center Facility Manager to oversee the Nolan Center facility operations and assist in managing the Museum, Collections, Gift Shop, Civic Center, and Theater. This person will work closely with the Nolan Center Director to supervise employees, scheduling, general facilities, and daily operations. Applicants must be willing to work a flexible schedule and weekends.

The ideal candidate has the ability to work cooperatively with the Director, other employees, other city departments, and the public. They will also have the ability to lead and motivate staff, develop procedures and guidelines for Nolan Center operations, and provide responsible, professional care to the community's collection of artifacts which are housed at the Museum.

A high school diploma is required. Previous management experience and some college is desirable. Event planning and catering knowledge is helpful. Technical expertise is a plus.

This is a full-time, hourly position with full benefits, at Grade 18. The full job description and employment application can be found online at [www.wrangell.com/jobs](http://www.wrangell.com/jobs).

To be considered, submit a cover letter, résumé, and completed employment application via e-mail to [amollen@wrangell.com](mailto:amollen@wrangell.com), or in person to City Hall, 205 Brueger St., Wrangell, AK 99929. **Applications will be accepted until end of business August 24, 2018.**

The City and Borough of Wrangell is an equal opportunity employer.

Lisa Von Barga  
Wrangell Borough Manager

KSTK announce August 13 through 24, 2018  
Sentinel publish August 16 & 23, 2018