

**TOWN OF BOONE
EMPLOYMENT OPPORTUNITY**

Cultural Resources Director: The Town of Boone, located in the beautiful mountains of western NC (population 19,458), seeks an energetic, enthusiastic, visionary professional to plan, direct and participate in Town-wide cultural programs.

Essential functions/typical tasks: Administrative and managerial duties in planning, developing and organizing the cultural programs and facilities to include the Jones House, Horn in the West, Downtown Post Office, Rivers House, and several parks and monuments. Coordinating work with the Town Manager, Cultural Resources Board and department directors; administering department programs and budget; maintaining records; preparing reports; does related work as required. Work is performed under the general supervision of the Town Manager. Must be available to work nights/weekends and a flexible schedule including some holidays.

Education & Experience: Bachelor's Degree from an accredited college/university in the field of business management, planning, marketing, or a related field and experience in cultural development; NC Driver's license required.

Salary: \$62,461 plus excellent benefits. Employee will serve a six-month probation.

Application Process: Submit letter of interest, resume, and Town of Boone application. Applications may be downloaded at www.townofboone.net and returned to 567 West King Street, or PO Box 192, Boone, NC 28607. All offers of employment are subject to a successful completion of a controlled substance screening, a medical examination and thorough background check. Town of Boone is an EOE.

DEADLINE: June 17th, 2019
