

PRESS RELEASE

Town of Clarkdale
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FOR IMMEDIATE RELEASE – Archive Collections Manager Applications Being Accepted

Clarkdale — September 19, 2008 — The Town Council is seeking applications for appointments to the Archive Collections Manager volunteer position. Interested persons in serving in this volunteer position should submit an application to Town Hall no later than October 9, 2008. Applications are available at Town Hall, or may be printed from the Town website at http://www.clarkdale.az.us/forms_and_documents/volunteer1.pdf. For questions please contact Charlotte Hawken, Library Manager, at 928.639.2485 or via email to charlotte.hawken@clarkdale.as.gov.

The Collections Manager, under the supervision of the Town Clerk, is responsible for the daily application of the Archive policies and procedures. The Heritage Conservancy Board shall appoint a person to be the Collections Manager.

The Collections Manager has responsibility, as assigned by the Heritage Conservancy Board,

- for safely and efficiently housing these collections;
- for adding to the holdings through donation and purchase;
- for preparing materials for use in research, exhibition, and loans;
- and for compiling and maintaining documents which record origin, accession, deaccession, registration, loans and any other functions of the collections.

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