
PRESS RELEASE

FOR IMMEDIATE RELEASE

November 12, 2009

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FOR IMMEDIATE RELEASE – Archive Collections Manager Applications Being Accepted

The Heritage Conservancy Board is seeking applications for appointments to the Archive Collections Manager volunteer position. The appointment for this position is for a term of one (1) year beginning January 1, 2010 through December 31, 2010. Individuals interested in serving in this position should submit an application to Town Hall no later than December 10, 2009.

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.

Applications are available at the Town Hall Administration Building, or may be printed from the Town website at http://www.clarkdale.az.us/forms_and_documents/volunteer1.pdf. For questions please contact Walt Good, Deputy Town Clerk at 639-2400, or email: walt.good@clarkdale.az.gov.

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