

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-182 **Issue Date:** 11-06-15 **Closing Date:** 11-13-15

2nd Advertisement
Museum Program Manager
Yakama Nation Cultural Heritage Center Museum
Economic Development-Administration
Hourly Wage: \$23.71/Regular/Full-Time

Manages, secures and maintains the Yakama Nation's collection of cultural materials and information, directing the museum's operations to include development, education and public programming, finance, external communications, and staffing. Responsible to increase the visibility, prominence, financial resources, relevance and impact of the Yakama Nation's Cultural Heritage Center Museum. Lead and participate in all fundraising and development activities, including grant writing and developing relationships with donors. Collaborate with Cultural Heritage Center Programs such as the Theater, Gift Shop and Library to create a complete, unique and authentic experience for Cultural Heritage Center visitors of all ages that imparts accurate knowledge of the Yakama Nation's history and people. Develop a robust K-12 program with regional outreach that makes the Museum indispensable to teachers and students for matters of Tribal Sovereignty curriculum.

Knowledge, Skills and Abilities:

- In-depth knowledge of Yakama culture, traditions and history.
- Ability to demonstrate strong business management skills that includes success in developing, managing and growing an annual operating budget.
- Ability to demonstrate excellent planning, time-management, and decision making skills.
- Demonstrated ability and competence in managing museum operations, including personnel matters.
- Demonstrated ability to supervise, as well as to work successfully with museum staff, volunteers.
- Ability to work successfully with Tribal leaders, community members, as well as partnering internal/external programs and agencies.

General Recruiting Indicators:

- Minimum of a Bachelor Arts in Museum Studies or related field of study and a minimum of 5 years of progressively responsible experience in a museum, nonprofit organization or business with at least 3 years senior managerial level preferred; Strong interpersonal and networking skills among diverse groups and Excellent oral and written communication skills and demonstrated computer skills, OR
- Equivalent combination of education and experience to perform the functions of the position as identified above

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.