



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Museum Cultural Educator	
Department:	Museum	
Employment Status:	Non-Exempt	Grade: NE7
Open date: April 13, 2021	open until filled	

Job Summary

Opens and closes the museum. Gives tours and education on the Mescalero Apache Tribe.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Open and closes museum.
- Ensures cleanliness of museum at all times.
- Greets visitors, answers questions, give directions and advises guests on the museum.
- Ensures accurate visitor counts and reporting of same, including monthly visitor attendance reports to various departments.
- Numbers and photographs newly donated or purchased objects.
- Responsible for the proper care and handling of objects including loaned objects.
- Plans, prepares, and develops various teaching aids for use in workshops, classes, including activity sheets, drawings, and similar handouts.
- Provides tours to the visiting public.
- Attends community events and functions.
- Conducts presentations to groups on Apache history, language, ceremonies, oral traditions and songs.
- Maintains inventory of all items.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Bachelor's Degree in History, Anthropology, or related field preferred.
- Knowledge of Mescalero Apache Culture, Traditions and Language.
- One year experience in a museum and dealing with collections.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal and local laws, regulations, and requirements.
- Knowledge of traditional forms of tribal customs and traditions.
- Knowledge about the arts, culture, and history (past and current).
- Knowledge of the principles of cultural archeologist, preservation, collections and education.
- Knowledge of preservation principles and practices.

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in design, development and presentation of exhibits.
- Ability to exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to communicate effectively, both orally and in writing.
- Ability to give tours and present information.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to walk. The employee occasionally is required to sit; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

Work is generally performed indoors with a low noise level.