

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE P.O. Box 837 • SELLS, AZ • 85634-0837

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JOB DESCRIPTION

Job Title:	Museum Specialist	Job Class Assignment:	158
Department:	Natural Resources	Eligible for Overtime:	Yes
Division:	Museum	Pay Grade:	32

Position Summary:

Under general supervision, performs a variety of semi-technical activities to assist the curatorial divisions and administrative offices in connection with the operations and cultural programming for the Cultural Center and Museum.

The work is normally reviewed upon completion, with occasional spot checks while in process, to ensure accuracy, timeliness and conformance to established standards; major work tasks are covered by instructions or procedures and unusual situations are referred to a supervisor.

Essential Duties and Responsibilities:

- Works closely with elders, school children, members of the community, researchers, and other interested individuals and groups to help carry out the mission of Himdag Ki: Hek hu, Hemu, Im B I-Ha'ap, the Tohono O'odham Nation Cultural Center and Museum.
- Processes archival and artifact collections, conduct data entry, gather information for use in educational and administrative reports, newsletters, and other types of publications and assist in the production of same.
- Assists in multi-media presentations, exhibition development and installation, membership and other services, and other museum-related activities.
- Provides assistance to a curatorial division(s) or administrative office(s) as assigned by the Museum Administrator, where he/she will perform a variety of tasks, including but not limited to the following:
 - Performs routine processing and data-entry of archival and artifact collections.
 - Assists in multi-media presentations to visitors, students, and others.
 - Assists in the planning and execution of public programs and public outreach.
 - Assists with activities related to exhibition planning and installation, artists' workshops and museum sponsored events, etc.
 - Assist in the administrative areas of information management, development, or public relations.
 - Performs any combination of the above.
- Participate in cross-training to assist in the most effective operation of the Cultural Center and Museum.
- Performs other job related duties as assigned and contributes to a team effort.

Knowledge, Skills, and Abilities:

- Knowledge of the Tohono O'odham culture, customs, and traditions.
- Knowledge of applicable federal, state, tribal laws, regulations and requirements.

- Knowledge of museum procedures.
- Skill in operating various work-processing, spreadsheets, and database software.
- Skill in providing superior customer service to external and internal customers.
- Skill in detail and organizational skills.
- Ability to multitask essential.
- Ability to interact with different age groups.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict time lines.
- Ability to work extended hours and various work schedules.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to travel within the interior/exterior boundaries of the Tohono O'odham Nation.

Minimum Qualifications:

Associate's Degree in Library Science, Anthropology or closely related field, and two years' work experience in a museum, cultural institution, or similar organization, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

Licenses, Certifications, Special Requirements:

- Upon recommendation for hire, a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Physical Demands:

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

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.