

MUSEUM DIRECTOR

DEFINITION: Under general direction, performs work of considerable difficulty in overseeing, managing and supervising the operation of the Navajo Nation Museum, including development, implementation, and administration of museum technical, exhibition, education, and fundraising programs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, directs, oversees, and manages museum activities; directs acquisitions, education, research, marketing, public relations and development activities; consults with curatorial, administrative, and maintenance staff to implement policies and initiate programs; formulates goals, objectives and policy guidelines in the areas of research, collection development, conservation, management and interpretation; establishes requirements and procedures for exhibit preservation and interpretation.

Develops and oversees research programs; oversees the development, presentation, justification and monitoring of operating budget; plans fundraising drives; prepares applications for grants from government agencies or private foundations; solicits financial support; works closely with Traditional Culture Programs to maintain a traditionally acceptable environment.

Establishes and maintains contacts with administrators of other museums and institutions to exchange information; represents the museum at professional and social events and conventions; presents lectures or participates in seminars; reviews and approves materials prepared by staff such as articles for journals; writes articles technical journals, press releases, or other publications; trains and guides employees to achieve goals.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge and understanding of Navajo Nation traditions, culture and history.

Knowledge of the Navajo Nation Cultural Resources Protection Act (CRPA).

Knowledge of the Native American Graves Protection and Repatriation Act (NAGPRA).

Knowledge of the principles and practices of museum business, public administration, management and supervision.

Knowledge of the budgetary process.

Skill in planning, organizing, and supervising programs or research and related activities.

Skill in grantsmanship.

Skill in contract monitoring.

Skill in establishing and maintaining working relationships with subordinates, superiors, tribal, state, federal and local officials.

Skill in program management.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary work in an office environment.

MINIMUM QUALIFICATIONS: A Master's degree in Anthropology, Museum Science, Curatorial Science or related field; and six (6) years experience in museum management, educational, cultural and/or curatorial management or research; OR a Bachelor's degree in Anthropology, Museum Science,

THE NAVAJO NATION

Class Code: 3290
Natural Resources and Parks Series
Museum Group
Overtime Code: Exempt
Pay Grade: 68

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Curatorial Science or related field; and eight (8) years responsible administrative, supervisory and/or management experience in a museum, education, research, cultural or closely related environment.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.