

Monacan Indian Nation Cultural Foundation Job Description



Job Title: Museum Coordinator

Salary: \$20.00 per-short term-part time- from June 15, 2023-August 15,2023

Location: Monacan Indian Museum, Amherst, VA

Supervisor: Chair of Monacan Cultural Foundation

General Description: A highly motivated self-starter that will administer the operations of the Monacan Indian Museum and associated projects.

Specific Duties: Develop health and safety protocol to reopen museum, host visitors to museum, collect data for evaluation, and collaborate with program partners, stakeholders, tribal citizens, and leaders. Monitor program funds and expenditures, purchase supplies, review and catalogue museum resources, and facilitate program goal and objectives. All other duties as assigned by the Chair of Cultural Foundation.

Education and Experience: Must have at least a high school diploma and three years' experience in administration, community engagement and leadership. Must have knowledge of Monacan tribal history and culture and/or museum science or administration. Monacan tribal citizen or Native American preferred.