

Amerind Foundation job announcement Public Programs & Relations Manager



Position Description

The Amerind Foundation of Dragoon, Arizona, seeks a dynamic individual to serve as the Public Programs & Relations Manager. Under the supervision of the President & CEO and working with senior museum staff, the Public Programs & Relations Manager will have primary responsibility for developing, scheduling, implementing, promoting, marketing, and evaluating the Foundation's programs, events, and workshops that complement Amerind's research and exhibition programs and will engage communities throughout the Greater Southwest and northwest Mexico. The successful candidate will be a creative thinker capable of conceptualizing and implementing a wide range of public programs, as well as advertising and promoting those programs. Current programs include online webinars, workshops, hiking tours, cultural festivals, outdoor sporting events, lectures, artist residencies, K-12 programs, and gallery openings. The Public Programs & Relations Manager will be expected to use a variety of media to promote Amerind's activities, including updating Amerind's website and engaging the public through social media and face-to-face outreach. This is a full time position. Salary, depending on experience, will be between \$47,000 and \$52,000 plus benefits.

Minimum Requirements

- Bachelor's degree in anthropology, museum studies, history, or related field
- Two to three years of experience in museum programming, public programming, performing arts presentation, or related fields
- Knowledge and application of digital skills in the world of cultural/educational institutions
- Experience in the promotion and marketing of programs
- Ability to provide dynamic presentations and introductions of public events
- Skill in supervising part-time personnel, volunteers, and docents
- Skill in reading, writing, and editing standard English
- Skill in graphic design
- Availability to work some evenings, many weekends, and travel

The Amerind Foundation, Inc.

Established in 1937, the Amerind Foundation is a 501(c)3 operating foundation dedicated to promoting knowledge and understanding of Indigenous Peoples of the Americas and the world through research, education, and conservation. The Amerind is located in rural southeastern Arizona, 60 miles east of Tucson.

How to Apply

Applications should consist of a letter summarizing the applicant's interests and qualifications, a copy of the applicant's current curriculum vita, and the names and contact information of three professional references, and Amerind's online application which can be downloaded at <https://www.amerind.org/employment-openings/>. Successful applicants will be asked to provide college transcripts and will undergo a criminal background check. Applications review will begin on December 1, 2022. Please send applications to:

The Amerind Foundation, Inc.
P.O. Box 400
Dragoon, AZ 85609
ATTN: Public Programs & Relations Manager

The Amerind Foundation is an equal opportunity employer and values a diverse professional community and learning environment. Candidates who can contribute to this goal are encouraged to apply and identify their strengths and experience in this area.