KAWERAK POSITION DESCRIPTION

DEPARTMENT: Administration

JOB TITLE: Kawerak Cultural Center Program Director

POSITION STATUS: Regular, Full-Time

EXEMPT STATUS: Non-Exempt

PAY SCALE GRADE: 14-15-16-17

REPORTS TO: Senior Planner

Responsible for the development and implementation of the Kawerak Cultural Center through all phases of the facility; design, fundraising and construction. The center will become a regional cultural center that has multiple purposes; such as Native art demonstrations and sales, cultural and environmental education classes and events, exhibits, and coordination of regional village tours. Supervises the Curator of Collections, Exhibits and Research.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1) Research, plan, write new proposals and secure funding to implement the goals and objectives of the Kawerak Cultural Center (KCC);

1. Serve as staff support to the Cultural Advisory Committee and the Fundraising Team;
2. Responsible for the overall fiscal management of the KCC planning project which includes developing, monitoring and modifying budgets and oversight of expenditures;
3. Oversee the development and implementation of a capital campaign for occupancy in the City of Nome’s Richard Foster Building for use as the KCC in cooperation with the Kawerak President and Fundraising Team;
4. Oversee final exhibit design, furniture, fixture and equipment purchases and everything related to moving into the Richard Foster Building in July of 2016.
5. Manages the schedule of the various studies, contracts and meetings that relate to the Kawerak Cultural Center;
6. Maintain an in-depth knowledge of and ensure compliance with Kawerak policies & procedures and pertinent laws & regulations relating to grant operation;
7. Prepare & submit required grant narrative reports on time;
8. Responsible for public relations and communication to key stakeholders; manages contracts; and meets with partners on regular basis for required input and related decisions, status briefings and future actions;

8) Travel to villages to solicit input on cultural programming for the cultural center.

1. Identify, solicit and develop tribal partners, external business partners, collaborative programs and resources;
2. Develop and finalize all formal agreements with external partners;
3. Work with consultants and professionals to obtain the products and services necessary to move the project through all stages of the KCC;
4. Collaborate with the Eskimo Heritage Program, the Cultural Advisors, Elders and school administrators to develop cultural programs that can be used in the Bering Strait schools.
5. Review museum operations planning to ensure standards of museum accreditation are developed and maintained;
6. Plan and oversee the KCC day-to-day operations once we move into the new RF building.
7. Promote the KCC project among tribes, partners, funding agencies and the public.
8. Other duties as assigned by the Sr. Planner.

QUALIFICATIONS:

1. Four years of planning experience or college education on a year for year basis in museum/cultural center studies and/or cultural documentation.
2. Effective writing, budgeting, research and communication skills.
3. Experience with complex projects with construction involved.
4. Experience in fundraising from the private sector including individuals, foundations, corporations and major donors.
5. Knowledge of public process, design and construction.
6. Knowledge of the Bering Strait Region people and history highly desirable.
7. Ability to work well with others and under pressure.
8. Strong computer skills using Microsoft Word, Excel, Power Point & data base systems.
9. Must be willing and able to travel.

Native Preference per Public Law 93-638. Approved (9/18/15)