



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-23-041	Opens: 04/19/2023 Closes: OUF
Position Title: Museum Manager	
Salary Rate: \$41,000 to \$52,000/Exempt	Duty Location: Carnegie, OK

JOB SUMMARY

The Museum Manger is under the direction of the Executive Director. The Museum Manager is responsible for the care, exhibition, development, interpretation, outreach and stewardship of the Kiowa Tribe’s collections. The position will also be responsible for management and day-to-day operation of the Kiowa Museum. The Kiowa Tribe values of inclusion, respect, connection, education, collaboration, and innovation to guide our work with the communities whose stories we seek to tell and whose artifacts and Kiowa culture we seek to exhibit.

Goal: The Museum Manager will strengthen and develop a network of connection between the Kiowa Tribe Museum, it’s members, communities, organizations, native consultants, advisors, and professional organizations.

Reports To: Executive Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Associate’s degree in museum, history, arts or related fields, with a least two (2) years’ experience in management, history, art or related academic experience.

Experience Requirements: Demonstrated ability working with Native American people in culturally diverse environments. Ability to work with Archeology professionals in the field. Strong writing skills, and recent experience with grant administration required. Knowledge of or experience with geographic information systems GIS.

- Excellent oral and communication skills with strengths in team building, and cooperative problem solving.
- Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
- Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
- Conducts initial evaluation of permit applications for construction activities that could include the discovery, disturbance, excavation or removal of cultural resources.
- Prepare and implement a comprehensive Tribal Historic Preservation Plan.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver’s license and be insurable under the Kiowa Tribe’s Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Work will require bending, lifting and carry up to 25 pounds, walking over rough, overgrown and uneven terrain.

HOW TO APPLY: Submit a Kiowa Tribe application + Cody of valid Oklahoma Drivers’ license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.