



## 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](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-014 <b>Position Title:</b> Museum Office Manager	<b>Opens:</b> 12/05/2023 <b>Closes:</b> 12/15/2023
<b>Salary Rate:</b> \$10.00 to \$15.00/Non-Exempt	<b>Duty Location:</b> Carnegie, OK

### JOB SUMMARY

The Museum Office Manger provides administrative and communications support for the Museum office, including word processing, reviewing and editing of drafts and complex desktop publishing.

**Reports To:** Museum Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** High School Diploma/GED required.

- Conduct outreach to schools and community officials to set up on-site tours of the Kiowa Tribal Museum.
- Create and conduct Annual Art Show Exhibition, including contemporary Indian art sales exhibitions.
- Responds to telephone and in-person inquiries from the public providing information about classes, programs and hours of operation.
- Develop forms, brochures, posters, advertisements, schedules, and handbooks and assist in creating flyers, invitations and posters.
- Setup Gift Shop items and process sales.
- Adheres to and follows all Tribal policies and procedures

### 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 + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

**SUBMIT TO:** [HR@kiowatribe.org](mailto: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.*