
Title of Position *	Archaeology Museum Community Engagement Coordinator
Institution *	City of El Paso
Position Location: City & State *	El Paso, Texas
Position Closing Date	

About the Institution

The El Paso Museum of Archaeology presents 14,000 years of prehistory in the El Paso area, the greater Southwest, and northern Mexico. You'll see dioramas and exhibits of American Indian lives and their material culture from the Paleoindian hunters of the Ice Age to their modern Indian descendants. The exhibits are periodically changed to reflect the scope of the museum's collections and the interests of the community. Special changing exhibits are located in the auditorium where lectures, family programs, and events are held.

Walk nature trails on our 15 acres with more than 250 varieties of Chihuahuan Desert native plants, outdoor exhibits and an Indian Garden. A gazebo is available for rent for family picnics and small group activities. Free tours may be scheduled in advance.

Institution Website Address

Summary of Responsibilities

Manage the museum's community programs. Involves: Develop, execute and evaluate the effectiveness of the museum's education program, audience development, museum school programs, and development of public/private partnerships. Implement, oversee and evaluate programs to ensure or increase effectiveness and efficiency. Oversee and conduct research through focus groups, surveys and other means to assess community needs and evaluate effectiveness of all programs. Develop and implement strategic plans to ensure program goals, including appropriate time tables, objectives and budgets. Conduct outreach activities to promote and engage community organizations, schools, and social service agencies in programs and educational opportunities with the Museum's rich collections and resources. Oversee the scheduling and staffing of all education programs. Oversee and implement program budgets. Perform administrative duties.

Prepare and approve training materials. Create, monitor, evaluate and conduct archaeology, and formal tour guide training classes for the public. Assess training effectiveness based on development of evaluation tools and analysis of program evaluations and implement changes. Recruit volunteers and volunteer guides. Monitor and coach tour guide job performance. Adjust training to improve tour content. Schedule guides and maintain work records. Respond to tour inquiries. Schedule and conduct tours.

Develop strategic alliances to increase effectiveness of all programs. Involves: Build relationships and supervises in-depth programs with public schools and community and municipal partners. Create and develop ways to link with new audiences through innovative technologies and museum collections. Build and maintain key relationships throughout the community. Develop and maintain a network of local support for program needs. Manage the on-going relationship and collaboration with school districts. Identify opportunities and recruit for teaching archaeologists, anthropologists and Native American representatives. Advocate programs, events and exhibits by arranging, hosting or participating in events. Oversee weekend and evening programs when required. Teach or substitute-teach when needed. Advise and collaborate with history educators and staff on art education strategies.

Develop strategic plans to increase program attendance and participation. Involves: Identify, attract and retain program audiences. Oversee the development and design of education materials for all programs. Evaluate the effectiveness of all

program promotional initiatives. Customize curriculum and develop programs that connect with the interest and needs of the community.

Coordinate all program funding sources. Involves: Identify and research funding opportunities on local, regional and national levels. Develop potential grant opportunities and research, prepare and submit grant applications. Make solicitations and prepare written proposals for support. Engage funders in programs.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Required Qualifications

A Master's degree in Archaeology, Anthropology, Museum Studies, History, Museum Education or related field, and four (4) years professional experience in history education or community engagement programs and events in a museum setting.

Compensation

\$42,361.92 - \$57,580.43 Annual Salary

Apply at this Website:

<http://www.elpasotexas.gov>

Apply with this email:

Special Instructions to Apply:

Apply at the City of El Paso website
