



JOB DESCRIPTION:	Cultural Affairs Director		
DEPARTMENT:	Office of the President		
REPORT TO:	WNMU President		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#449100	DATE APPROVED:	19-OCT-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Directs and coordinates all aspects of the University's Cultural Affairs Programs.

DUTIES:

1. Develops cultural events and programs.
2. Directs, oversees and monitors cultural events and programs.
3. Serves as negotiator between the University and performers/artists/artisans/lecturers on performance contracts.
4. Manages alcohol vendor for events.
5. Develops and directs marketing and promotion strategy and collateral.
6. Hires temporary event staff for events.
7. Collaborates with senior and executive leadership in the development and management of the annual budget for the organization.
8. Oversees Department budgeting, including marketing and promotion.
9. Oversees visual arts programs at the McCray Gallery.
10. Acts as the University's Community Cultural Liaison.
11. Directs and manages all grant writing and grant management.
12. Directly participates with executive and senior leadership in the establishment of short- and long-range institutional goals, objectives, policies and operational procedures for the organization. Monitors and evaluates effectiveness and affects change required for improvement.
13. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in related field with 3 years of experience in Cultural Programming, including responsibility for supervision and contract review or Associate's degree in related field, Management including responsibility for supervision and contract review preferred. High School Diploma or GED with 8 years of experience in Cultural Programming required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of available vendors, contractors and suppliers. The ability to work effectively with a wide range of constituencies in a diverse community including staff, faculty, students, outside vendors, contractors, service providers and governmental agencies/officials. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Diverse work

environments depending on events and regular office work. Travels within the community when needed. May be required to lift normal office equipment and materials and assist with set up for events. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances. Work involves weekend, evening, and/or holiday activities. May be required to work additional hours or days depending on circumstances.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)