



JOB DESCRIPTION:	Director – Museum/Archeologist		
DEPARTMENT:	WNMU Museum		
REPORT TO:	Vice President – Academic Affairs/Provost		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#403050	DATE APPROVED:	18-FEB-2022
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Plans, directs, administers, and manages all activities, functions, and operations of Western New Mexico University's museum.

DUTIES:

1. Provides academic and executive leadership and direction of the WNMU Museum in accordance with WNMU Museum mission statements, goals, objectives, policies and procedures, recognized museum best practices and standards, and AAM, AAMG, RPA, and SAA Code of Ethics/Ethic Statements.
2. Oversees development and installation of all interpretive exhibitions, museum signage, collection management, collection research, requests for Director-led Tours, photography requests, loans and museum shop purchases for resale.
3. Carries out research leading to interpretive exhibitions, publications, and educational programming for archaeological collections.
4. Responsible for compliance with the Native American Grave Protection and Repatriation Act of 1990.
5. Leads and partners with academic colleges, schools, and departments, individual faculty and staff within WNMU, community organizations, local government and state agencies, and regional, municipal, and state museums across New Mexico and the Four Corners.
6. Develops and provides responsible fiscal management of museum budgets and operations. Develops and implements strategies for generating new revenue streams. Develops short- and long-term strategic plans.
7. Maintains record of distinguished scholarship and professional status in archaeology and museums.
8. Establishes, plans, and oversees the implementation of the WNMU Museum's brand and associated collection brands (NAN Ranch and Eisele Collection). Oversees development of innovative marketing promotions and social media relations strategies to increase visibility, attendance, earned income, and corporate and media sponsorships.
9. Develops, directs, manages, and implements a diverse fundraising plan to include campaigns, solicitation programs, and events tailored to the needs of the University Museum to attract, retain, and motivate donors, including corporate, foundation, government, and individual donors.
10. Oversees development and maintenance of appropriate fundraising systems within the Museum, including: donor management and stewardship; donor research and cultivation; and gift processing and recognition. Works closely and in collaboration with the following, including, but not limited to the WNMU Office of the President, WNMU Foundation & Alumni, Office of Marketing and Communications, prospective donors, and community partners.
11. Acts as primary stakeholder for Fleming Hall capital improvements, renovation, repairs, and construction. Maintains working knowledge of Fleming Hall HVAC, lighting, fire, and security systems and programming.
12. Develops and oversees University Museum policies and procedures, collection management, loans, access to collections, and permission to use museum objects.
13. Establishes and maintains collaborative working relationships with a variety of state, regional, national, Native American tribes and international museums for exchange of information, services, consultations, and exchanges of collection objects.
14. Researches available funding sources for capital improvements and other museum improvement projects, including legislative appropriations. Writes, prepares, and distributes grant applications in support of museum operations, exhibits, educational programs, and archaeological research.
15. In collaboration with WNMU President, develops and provides presentations, provides public testimony at hearings, on capital improvements to museum/exhibitions to appropriate bodies such as HED Committee, New Mexico State House Taxation and Revenue Committee for Capital Projects, and Grant County

Prospectors as well as to individuals such as the Governor in a variety of venues.

16. 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.
17. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Ph.D. or A.B.D. (with promise of completion of terminal degree) in Anthropology, History, or other related field with 7 years of experience in management or leadership of an academic museum, including budgetary and supervisory responsibilities required. Successful collection acquisition experience of 5 years required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Demonstrated knowledge of museum management and operations. Experience in fundraising, major donor cultivation, and stewardship. Experience in promotion and marketing, branding. Experience in development of community partnerships. Experience in proposal writing and grant management. Ability to think strategically and creatively with flexible problem-solving skills. Knowledge of and skill in interpreting and understanding complex State of New Mexico, federal, and international laws, regulations, policies, ethics, and standards effecting the classification and disposition of antiquities, artifacts, fine art, archival materials, and all associated documentation. Knowledge of best practices and standards for academic museum operation. Knowledge of the principles, practices, techniques, and methods of antiquity preservation, storage, and display. Knowledge of NAGPRA requirements, regulations, and standards. Skill in designing, developing and presenting educational programs to a variety of audiences. Skill in interpreting and understanding financial reports. Skill in establishing and maintaining effective working relationships with a variety of internal and external end user and regulatory agencies. 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): Normal museum and office environment. May travel some within the community. Required to lift museum quality items up to 50lbs. May be required to transport normal office equipment and materials. 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.
4. **Other requirements:**
 - a. Requires a valid driver's license.

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 - Print