

JOB DESCRIPTION:	Operations Manager/Assistant Director – Museum		
DEPARTMENT:	Academic Affairs - Museum		
REPORT TO:	Director of WNMU Museum		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	403100	DATE APPROVED:	06-MAY-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Managing operations-related activities in a museum, gallery, or office and involved in setting long range and short-range priorities for the Museum’s current space at Fleming Hall and the University's off-site storage containers.

DUTIES:

1. Responsible of working with Campus Police, University Maintenance, and Security System Contractor to ensure and maintain proper functioning of security system and components, including video surveillance, access control, intrusion alarm, and physical/ mechanical barriers.
2. Implements policies and procedures to ensure smooth operations and communications between staff and Campus Police.
3. Consults regularly with the Museum Director (e.g., budgeting, staff scheduling, tours, events, programs, exhibitions, etc.) regarding the management of all business and office operations for the WNMU Museum.
4. Works with University Maintenance, WNMU Vendor & Event Management, Campus Police, and the Museum Director on all events.
5. Establishes and implements an approachable and friendly visitor services program and experience from pre-visit, to in-person visit, to post-visit. Oversees all information provided to visitors such as visitor guides, special event information, directions, etc.
6. Assists with exhibit development, design, and installation.
7. 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.
8. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in museum administration, Anthropology, History, Communications, Fine Arts, Graphic Design, or other related field with 2 years of office, business, gallery, academic museum, or very similar setting working in operations-related activities required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Ability to work alone, to supervise and train volunteers and student workers, and to work as part of a team with the Museum Director and Collections Manager/Registrar. Knowledge of Adobe Photoshop and InDesign. Ability to exercise discretion, confidentiality, and independent judgment. 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, may travel some within the community when needed. 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 New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

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)