



COQUILLE INDIAN TRIBE

Job Title: Cultural Arts and Exhibits Coordinator
Department: Culture, Education and Learning Services
Reports to: CELS Director
FLSA Status: Non-Exempt Full Time
Salary Grade: \$21.95 - \$35.67
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Culture, Education and Learning Services Director, the primary responsibility of the Cultural Arts and Exhibits Coordinator is to provide support in protecting and preserving the Tribe’s culturally significant cultural materials including archaeological objects, historic records, and digital media by maintaining a comprehensive digital database and physical inventory of the objects, artifacts, art, and printed materials that are the “cultural collections” of the CIT and provides technical expertise to CIT and others in the areas of traditional knowledge that include basketry, language, and ecological knowledge. This position is occasionally assigned to support other CIT departments or programs on a project specific basis and occasionally may be assigned to assist particular CIT cultural education and training efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform the level of work expected of a professional museum curator to ensure that cultural collections including archaeological and ethnohistoric materials, archival documents, and digital media which are possessed or controlled by CIT, or culturally affiliated to CIT, are properly processed, inventoried, maintained, and securely stored according to state, tribal, and federal standards.
2. Use computer technology and software to maintain and manage physical inventories and comprehensive digital databases of CIT cultural collections.
3. Facilitate contracts for and development of SB13 Cultural Education Curriculum.
4. Manage the Traditional Ethnographic Knowledge Database.
5. Support the Native American Grave Protection and Repatriation Act (NAGPRA) Coordinator for CIT.
6. Assist the THPO and Cultural Education Coordinator in creating or producing cultural exhibits and outreach events for CIT members and public audiences.
7. Work around human remains and burial/cremation items.
8. Provide relief cultural resource monitoring on various project activities to ensure that applicable Federal and State laws, regulations, and acts are followed in protection of the Tribe’s cultural resources.
9. Assist in the areas of ethnographic research and interpretation, Coquille traditional technologies including basketry, and traditional ecological knowledge.
10. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will occasionally be required to travel by automobile, commercial or private carrier. Local or statewide travel may be required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Working knowledge of federal laws protecting cultural sites under the National Historic Preservation Act, the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, etc., as well as applicable tribal, state, county and local laws, ordinances, rules, and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
7. Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
8. Must have a fundamental knowledge of PNW tribal history and culture.
9. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
10. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
11. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
12. Working knowledge of PastPerfect Museum Software.
13. Ability to work with mathematical concepts such as basic arithmetic.
14. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

REQUIRED QUALIFICATIONS

- A. Bachelor's degree with specific coursework in museum studies, anthropology, history, archaeology, or Native American studies. A combination of formal education, training and related work experience will be considered.
- B. Master's degree in Anthropology, History, Archaeology, Native American Studies, or a related field of study preferred.

- C. Archaeological field school or six months of archaeological field experience preferred.
- D. 1 year of museum laboratory experience required.
- E. Must be able to operate computer software and equipment such as Microsoft Word, Past Perfect, and ArcGIS.
- F. Requires ability to learn and apply applicable state and federal regulations that govern cultural and historic properties.
- G. Excellent communication skills, both oral and written required.
- H. Demonstrated ability to exercise excellent organization, time management, analytical and problem-solving skills.
- I. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
- J. Personal experience in Tribal government processes desirable.
- K. Required ability to maintain strict confidentiality regarding sites, site locations, and projects.
- L. Valid Oregon Driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.