

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Museum Manager  
**Department:** THPO, Mashkiiziibii Natural Resources  
**Hourly Rate:** \$27.00  
**Part-Time:** 32Hrs/Week *(With a possibility of going full time)*  
**Exempt:** No/Hourly  
**Supervisor:** THPO/MNRD Director  
**Posting Date:** Public  
**Opens:** August 4, 2022  
**Closes:** August 18, 2022, at 4:30 pm

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**Summary:** The Museum Manager will develop programming and lead operations for the Moka'aangiizis Tribal Museum, located in the Bad River Culture & Education Center (CEC). This position requires knowledge of visual and material culture, as well as culturally informed museum best practices. The Museum Manager will manage all aspects of the museum including collections, exhibits, educational programming and outreach, volunteers, and funding.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Manage Museum collections by developing a Collections Database to track and monitor the use of collections in Tribal facility exhibits.
- Design seasonal themes to create exhibits, vignettes, and displays depicting our history, recognizing traditional activities occurring in each season.
- Incorporate Traditional Knowledge and Ojibwemowin (Ojibwe Language) in a historic context, utilizing existing Ojibwe Language Resources and Elder Volunteer involvement.
- Initiate Long-Range Planning for comprehensive management of collections in all Tribal government facilities.
- Collaborate with other Tribal Departments/Programs to discuss management of future collections in other Tribal Government Buildings and use of the Tribal Quality Exhibit Management Plan (QEMP), if needed, like the new Tribal Public Safety Building.
- Develop a *Tribal Collections Policy* to work collaboratively with other Museums, and federal and state agencies/departments to consult on acquiring collections affiliated to Bad River, either on loan, disposition to Tribe, or purchase.
- Discuss with other tribal programs collaborations in providing Museum programming centered on collection items, like seasonal Artisan Skills Demonstrations to revitalize the making of an appropriate collection item; inclement activities, such as Elder Dibaajimowin (Storytelling) to provide the story behind recreated items; and Youth Traditional Skills Workshops to demonstrate and revitalize the use of historic items.
- Provide training as needed to volunteers regarding exhibits to maintain familiarity with new and changing exhibits to respond to any visitor questions.
- Write and manage grants and conduct other fundraising activities to maintain the self-sustenance of the Museum and Volunteer programming and seek funds to market the Museum as a tourist destination location.
- Provide news and informational articles for the Tribal Newsletter regarding the Museum.
- Organize an annual Community Listening Session, either in person with pandemic protocols in place, or virtually, to solicit input regarding Museum programming. Schedule a 7-month follow-up meeting to update members on progress and implement a community assessment tool to evaluate Museum Programming.
- Develop a Monthly Calendar of Events to inform the public of Museum program activities.
- Compile responses to Visitor Evaluations and contribute to a corresponding chart for reference in long and short-term Museum Planning.
- Develop a virtual visit, if needed in response to a closure of the building, for safety reasons.

- Post Daily and Seasonal Museum Hours to the General Public on the Tribal Website and local posting places.
- Train Elder Volunteers to cordially greet and guide Museum visitors.
- Attend Grant Training as a requirement of grants.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

- A Bachelor's Degree in Art History or Museum Studies. Experience working with tribes. At least two years of experience in grant writing and development.

**Preferred:**

- A Master's Degree or at least two years of progressively higher education in Curatorial or Museum Studies. Experience working with tribes, especially regarding Native American visual, material, and cultural objects and content. Five years of experience in grant writing and development.

**Other Skills and Abilities:**

**Required:**

This is a ***required*** driver position. Must hold and submit a valid Wisconsin driver's license, reliable vehicle with state-required minimum liability insurance and meet the criteria to be placed on the Bad River Indian Tribe's approved required drivers list. Must be able to travel.

**Leadership & Administration**

- Creativity and high visioning capacity
- Ability to manage several priorities and projects at one time
- High level of organizational skill and ability to create systems that work
- Ability to train and motivate volunteers, and connect with the community

**Writing, Research & Communication**

- Excellent oral and written communication skills
- Knowledge and experience in performing and interpreting research
- Ability to write text and create educational programs that are appropriate for various age groups
- Experience using computers and software applications for writing and organization, such as Microsoft Office Suite or cataloging software

**Traditional Knowledge & Ojibwemowin**

- Awareness and respect for indigenous cultural and traditional knowledge and ways
- Experience with the Ojibwe language

**Background Check:**

This position is contingent on the required ability to pass a Bad River background check.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Sedentary work, with some walking, bending, stooping, and standing required. Occasional lifting up to 50 lbs. The incumbent must be able to sit or stand for prolonged periods, as well as regularly reach above the shoulders; must be able to bend, kneel, stoop, climb, push, pull, and lift up to and including 40 pounds without experiencing physical discomfort or pain.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The work is performed in an office environment with no disagreeable conditions. The candidate must be able to work in a diverse cultural setting due to the sensitive nature of the position. The incumbent may occasionally be exposed to some weather conditions, and/or excessive dust and/or allergens.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)