



Springerville

Arizona

Heritage Museum Director Recruitment

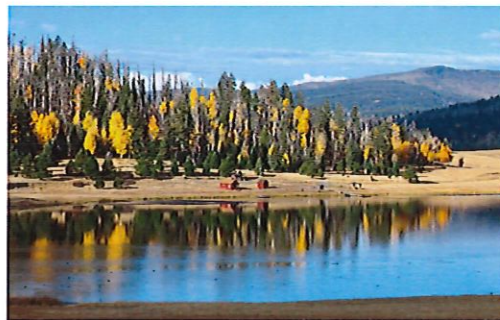
The Community:

The Town of Springerville is nestled in the valley surrounded by the beautiful Apache-Sitgreaves National Forest. Springerville is known for its 4 seasons. "The Gateway to the White Mountains", Springerville sits at an elevation of 6,968 feet. Springerville has a year round estimated population of 1,717, although this increases with the summer visitors. Springerville is located 220 miles North-East of Phoenix and only 14 miles from the New Mexico Stateline.

Endless outdoor adventures, rich local history, and cool mountain temps are just a few reasons Springerville is the perfect community to reside. Sunrise Ski Park, a premier mountain retreat is less than 30 miles away. Enjoy hiking through hundreds of miles of public land trails, skiing the slopes of nearby Sunrise Ski resort, fishing in the many local lakes and rivers, and incredible hunting for big and small game.

Compensation and Benefits:

This is a Non-exempt, Full-time, Classified position with full benefits including medical coverage at 100% for the employee, Arizona State Retirement, Paid Holidays, Sick and Vacation Leave. The starting salary range will be from \$33,737 to \$36,857 annually.



POSITION SUMMARY:

This position reports directly to the Town Manager. Responsibilities include the overall operation of the Springerville Heritage Center and the Casa Malpais Archaeological Park and Museum and the supervision of employees and volunteers. The Museum Director performs a variety of administrative, technical and professional work in the management of the Heritage Center museum rooms, art gallery and visitor center as well as the Casa Malpais Archaeological Park. He or she develops and implements marketing efforts for the Town. This position will be responsible for special event planning. This position is exempt under FSLA.

MINIMUM REQUIREMENTS:

Experience: At least three years of management experience. Managing a cultural site is preferred but not required.

Education: Associates Degree in a related field or any equivalent combination of education and experience.

Veteran preferences shall be as provided per A.R.S § 38-492

How to Apply

Apply at <https://springervilleaz.gov/employment-opportunities/> or by sending your application and resume to the Town Clerk. **Additional information & a complete job description** are available at the Town of Springerville, 418 E. Main St., Springerville, AZ 85938, or on the Town's website.

Or by contacting Kelsi Miller at (928) 333-2656 ext. 224
kmiller@springervilleaz.gov

HERITAGE CENTER MUSEUM DIRECTOR

Town of Springerville

Springerville Heritage Center Museum

POSITION SUMMARY

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ESSENTIAL FUNCTIONS

- Assumes responsibility for the planning, organizing and staffing of the Heritage Center and Casa Malpais Department.
- Performs interviewing, hiring and training of subordinate personnel.
- Makes recommendations to Town Manager regarding departmental personnel actions.
- Evaluates and resolves subordinate personnel issues.
- Oversees the general operation of the Casa Malpais museum and the ruins site tours.
- Schedules individual and group tours of the Casa Malpais site and the Heritage Center.
- Coordinates school or other large group field trips and arranges for tour guides.
- Coordinates special community events and museum activities.
- Coordinates with local artists for art displays within the Heritage Center.
- Event coordination with other departments
- Maintains Gift Shop inventory and consignment items.
- Assists Heritage Center guests and tourists with questions about the museum contents, travel directions, local and surrounding area points of interest, etc.
- Develops and implements marketing efforts for the Town to promote tourism and provide guidance to individuals and companies to establish, relocate, or expand their businesses within the community.
- Attends local and state-wide events to help advertise and promote the Town.
- Maintains a liaison with various local, State and Federal agencies to coordinate projects including but not limited to Archaeology Southwest, State Historic Preservation Office, Arizona Office of Tourism, Chamber of Commerce, Arizona Humanities Commission, Little Colorado Chapter of the Arizona Archaeology Society (LCRC) and others.
- Prepares grant proposal applications and other necessary documents as may be required for the enhancement of the Center as well as the Town.

ADDITIONAL FUNCTIONS

- Assists other departments as the need arises.

HERITAGE CENTER MUSEUM DIRECTOR

Town of Springerville

Springerville Heritage Center Museum

- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.

CERTIFICATIONS

- Valid Arizona Driver's License.

POSITION REQUIREMENTS

Experience: At least three years of management experience. Managing a cultural site is preferred but not required.

Education: Associates Degree in a related field or any equivalent combination of education and experience.

Technical Skills: Computer and social media literacy; marketing content development preferred but not required.

Problem Solving: Requires some ability when working with clients and staff.

Decision Making: Makes decisions about performing daily duties in safe, efficient manner.

Organization: Requires the ability to organize financial information, museum inventory and scheduling staff and tours.

Supervision: Supervises tour guides and volunteer staff.

Financial Accountability: Responsible for monies received from tour sales, gift shop sales, consignments items and museum donations.

Personal Relations: Maintains frequent contact with the general public, school groups, professional organizations and community leaders.

Working Conditions: Some adverse working conditions due to the general features of the archaeology park site.

Physical Requirements: Occasionally needed to assist or monitor at the Casa Malpais site. Must be able to hike steep and rocky hiking trails and a rock staircase.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

The Town of Springerville is an Equal Opportunity Employer.
This job description last updated in December 2021.