



Director of Mesalands Community College's Dinosaur Museum

Mesalands Community College is located in Tucumcari, NM and is an independent, non-profit accredited two-year community college that offers many traditional and non-traditional programs leading to Associate of Arts degrees, Associate of Applied Science degrees, and Applied Science and Occupational Certificates. The educational goals of these degrees and certificates are to prepare students for transfer to a four-year, degree-granting institution, or to obtain employment and/or to allow the students to upgrade their skills and knowledge for career advancement. Mesalands Community College also offers Adult Basic and Community Education courses for lifelong learning.

Essential Functions

- Coordinates with the Foundation writing grants and seeking donor support
- Coordinates general operations of museum in conjunction with Curator
- Maintains exhibits to insure safety, operations and cleanliness
- Arranges for traveling exhibits, both inbound and outbound
- Develops marketing plans in cooperation with Director of Community Relations
- Develops and oversees promotional activities and services for Museum, in cooperation with Director of Public Relations and Museum staff
- Promotes educational programs with area schools and educational institutions
- Helps develop content for college and museum web pages
- Responsible for all aspects of Fossil Friends including bookkeeping, membership, and quarterly newsletter
- Oversees Museum Shop in cooperation with Museum Store personnel
- Develops and maintains Museum budget
- Maintains revenue and expense records of total museum operations
- Schedules employees, work studies and Fossil Friends for adequate museum coverage
- Develops, seeks approval for, and implements strategic direction for the museum and participates in the College's strategic planning process
- Coordinates with other Museums in the region and museum organizations to create networks leading to improved exhibit, funding, research, and other educational opportunities
- Responsible for the overall security of the museum

- Assists in general housekeeping and maintenance in cooperation with the maintenance department
- Performs other duties as assigned

Qualifications

Associates Degree required. Bachelor's Degree preferred. Additional education offsets required experience. Should have five years of business-related experience, an understanding or direct experience with museum operations, and an understanding and appreciation of paleontology or geology. Knowledge of local area a plus. Experience in or exposure to the community college environment preferred. A valid driver's license required. Demonstrated ability to raise external funding required.

HOW TO APPLY

Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a completed, signed, and dated Mesalands Community College application (available online at mesalands.edu) the following must be provided:

- Resume
- Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
- Three (3) professional references.
- Cover letter
- Copy of current driver's license

Applications should be mailed or delivered to:

Attn: Human Resources
Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401

Employment preference will be given to qualified veterans.