



Monacan Nation Cultural Foundation

Museum Staff

Notice of open positions: two part-time positions

The Monacan Indian Museum has always been staffed by dedicated volunteers, with gaining federal status, we are now eligible for granting opportunities. We have been awarded a grant to fund staffing for the Museum.

The Museum: The Monacan Indian Museum needs staff and training in order to keep the museum open and to build its capacity and sustainability.

The Position: We are looking for two motivated employees. The pay range we are offering is \$12.00 per hour for 20 hours a week. There are no benefits at this time for these positions.

Requirements:

- Monacan applicants preferred, as you will be representing the Monacan Indian Nation to the public and Native Community. Employees must be professional and dress appropriately.
- Must have a working knowledge of Monacan history, as well as, current tribal goals. Knowledge of other Virginia Tribal history is also very helpful.
- Must be comfortable speaking with the public.
- Work days are Tuesday - Saturday, and accommodate special request outside regular hours.
- Must have a High School diploma or GED.
- Basic computer skills-Microsoft Office Suite, helpful.

Responsibilities:

- Must keep Museum clean, to include displays and bathrooms and adhere to COVID cleaning standards.
- Must attend monthly meetings to give report of Museum activity
- Implement health safety protocol to reopen the Museum
- Plan for future growth and accessibility
- Produce and publish digital content and video of oral interviews, to be posted on new museum website.

Where to apply

- Please send application to:
Monacan Nation Cultural Foundation
PO Box 1136
Madison Heights, VA 24572
- Email application to: minculturalfoundation@gmail.com
- Interviews will be schedule with a tentative hire date November 16, 2020