



Job Announcement

Position: Cultural Manager

Organization: Newe Ghani Cultural Center

Salary: \$50,000 per year (Full Time – 40 Hours/Week)

Location: Elko

Opening Date: June 28, 2017

Closing Date: July 27, 2017 @ 11:59 pm

Position Summary:

Comply with legal obligations, policies and procedures established to maintain an IRS recognized 501C3 Non-Profit Organization to promote greater appreciation of Western Shoshone history and culture.

Cooperate with tribal leaders of the Elko Band Council and Administration, Newe Ghani Board of Trustee members from the 8 Western Shoshone communities, and the Tribal Councils of these communities to receive, protect and interpret artifacts that have been repatriated to the Western Shoshone.

Effectively manage the development and on-going operations of a Western Shoshone Cultural Center, including budgeting, interior design, interpretive materials and displays, security, finances, inventory, marketing, programs and public events, grant writing and other fundraising activities.

General Duties and Responsibilities:

- Working closely with the Newe Ghani Board of Trustees, develop, implement and oversee a comprehensive cultural center and cultural resource program that are focused on the history and culture of the Western Shoshone people of the Great Basin.
- Provide leadership, coordination, facilitation, and direction in the development of short and long range plans for the development of the cultural center and its programs.
- Work with Newe Ghani Board members, Tribal Councils, community members and outside experts to develop interpretive materials and displays of cultural artifacts that further the mission of the Cultural Center.
- Provide liaison services between Western Shoshone small businesses and artists to effectively create revenue for the cultural center (consignment and other) and create public exposure for unique Western Shoshone traditional and modern arts and crafts.

- Organize events for, and make presentations to tribal councils, community members, and other external groups and organizations to promote and strengthen support for the cultural center and integration of the center and its programs in the daily life of the Newe.
- Develop and seek approval from the Board of Trustees for the budget for the development and operation of the cultural center and its programs and manage the budget in consultation with the Board.
- Monitor and evaluate programs and training activities.
- Provide participating tribes with monthly reports of program activities.

Additional Experience and/or Requirements

- Bachelor's Degree in appropriate field or strong background in similar field
- Must be based in Elko or be willing to move to Elko
- Must be a Western Shoshone Tribal member or Certified Indian Blood Degree
- Must be able to be bonded
- Must have a valid driver license
- Meaningful prior experience required in working with non-profits, foundations, tribal organizations and governmental agencies.
- Meaningful prior experience required in working with Boards of Directors, Tribal Councils and community groups for community development projects.
- Grant writing experience required.
- Must have a strong interest in Shoshone culture and history.
- Must be willing to work outside of normal business hours for events, related business travel, presentations and community meetings.
- Other duties assigned by the Newe Ghani Board

Newe Ghani Cultural Center Mission Statement:

“Interpreting the Western Shoshone story from the Newe perspective, valuing and educating about our Newe way of life.”

Interested candidates must send cover letter, resume, and three references via email to:

Colene Paradise, Secretary of Newe Ghani Board of Trustees:

coleneparadise@yahoo.com

Newe Ghani board will begin reviewing resumes immediately.