



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 06/28/2019	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>DIRECTOR</b>			
Pay Grade MG 9	Salary Range \$64,854-84,593	Classification Management	
Department: MUSEUM MANAGEMENT	Location: Okmulgee	Location Code: 224	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	The Director is responsible for the daily operations and activities of the department which includes the management and operation of a historic site museum, gift shop, and museum and archival collections. The incumbent will play a significant role in planning and developing the Creek Council House Visitor Center and the Muscogee (Creek) Nation Cultural Center.
Principal Duties and Responsibilities:	<p>Responsible for all phases of program development, implementation, budget monitoring and evaluation.</p> <p>Supervises all staff and contract employees.</p> <p>Develops and implements departmental policy and procedures regarding museum operations and collections management.</p> <p>Seeks and develops partnerships with other Muscogee (Creek) Nation departments, museums, and cultural centers.</p> <p>Provides consultation and direction regarding the planning, development, and implementation of cultural programs.</p> <p>Manages multiple projects to ensure they are completed in a timely manner.</p> <p>Other duties as assigned.</p>
Minimum Requirements:	<p>Master's Degree in management, history, museum studies, education, or related area.</p> <p>Knowledge of Muscogee (Creek) culture and arts.</p> <p>Demonstrated written communication and editing skills.</p> <p>At least five years of experience working in a museum or a cultural center.</p>



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	At least three years of supervisory experience.
Preferred Requirements:	Demonstrated experience writing and managing grants.  Experience planning and designing museum and cultural center facilities.  Demonstrated experience and knowledge managing museum and/or archival collections.  Demonstrated experience in exhibit design and implementation.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:       Up to 50 lbs.       Up to 100 lbs.       Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.  
 While performing the duties of this Job, the employee is regularly exposed:



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|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> Loud Noise                 |

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.