



STATE OF COLORADO
invites applications for the position of:

Education Coordinator- Ute Indian Museum- Montrose, CO

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Montrose, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 17253 Chipeta Rd, Montrose, CO 81404

SALARY: \$3,333.33 - \$3,433.00 Monthly

OPENING DATE: 10/08/21

CLOSING DATE: 10/24/21 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national

origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The Montrose History Museum is located in the beautiful Western Slope of the Rocky Mountains, we offer:

- Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans
- [Medical and dental health plans](#)
- Employer supplemented [Health Savings Account](#)
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month
- [BenefitHub](#) state employee discount program
- [CafeWell](#) employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

This position at the Ute Indian Museum in Montrose, Colorado oversees the operations and management of education programs, systems and services provided by the Ute Indian Museum.

Education Coordination

- Creates public and K12 programs that reflect the history, heritage, and cultures of the Ute People, Native American and Colorado History.
- Project management and general administrative duties including organizing meetings, managing budgets, marketing and social media maintenance.
- Oversees the promotion, programming, coordinating, and evaluation of school and public programs.
- Coordinates, plans, and promotes public programming and special events.
- Recruit instructors and implements hands-on learning workshops.
- Establishes pedagogical goals and evaluates educational outcomes for all educational programming with the Museum Director and statewide History Colorado education team.
- Ensures learning areas and necessary learning materials are prepared for tours, lectures, and workshops both on and off site.
- Works to develop and sustain our virtual field trip program in partnership with the History Colorado education team.

Management Planning and Operations

- Assists the Museum Director in assessing community needs and working with History Colorado colleagues to develop programs, systems and services that address those needs and meet both programmatic and sustainability goals.
- Provides the direction and leadership necessary to ensure the Museum is a proactive partner with internal and external partners.
- Builds and maintains sustainable community partnerships that advance the museums goals and objectives.
- In collaboration with the Museum Director and relevant History Colorado divisions, participates in the planning, development and implementation of exhibitions, educational programs, and revenue generating programs.
- Assists the Museum Director in the development of annual goals, strategies, budgets and evaluation.
- Manages the safe, efficient operation of the facility, including rotational on-call duties and site maintenance.

- Assists the Museum director in managing income-generating activities, setting income goals and achieving them.
- Assists the Museum director in daily management of the museum, temporary labor, and other administrative duties as assigned.
- Works with volunteers and interns.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

The successful candidate will possess the following education, experience, and core competencies:

- A Bachelor's degree in education, history, museum studies, or anthropology.
- Two years experience in educational program development, working with children and teachers, and experience in diverse educational settings.
- Experience developing and maintaining partnerships.
- Occasional evening and weekends required.
- Experience managing projects and working with volunteers and interns.

SUPPLEMENTAL INFORMATION:

Effective September 1, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or, submit to twice-weekly serial testing. Upon Hire, new employees will have three (3) business days to provide attestation to their status with proof of vaccination or begin twice-weekly serial testing for COVID-19.

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges."

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this announcement.

DEPARTMENT CONTACT INFORMATION:

Dany.McCoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>Position #GCA09878_9_21
EDUCATION COORDINATOR- UTE INDIAN MUSEUM-
MONTROSE, CO
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Education Coordinator- Ute Indian Museum- Montrose, CO Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened last year to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

* Required Question