Position Title: AmeriCorps Cultural Technology Director  
Salary Grade: 13

Department: Media Arts  
FLSA: Exempt

Reports to: Associate Professor of Media Arts  
Job Type: Regular/Full-Time

SUMMARY: This position is responsible for designing and implementing the AmeriCorps Cultural Technology Program. The Director works with museums and cultural organizations to place recent graduates of the NMHU Media Arts Program in paid internships throughout New Mexico while ensuring quality performance and the implementation of appropriate technology in museums and cultural institutions.

DUTIES AND RESPONSIBILITIES:
• Monitor monthly budget and expenses and ensure financial obligations are met;
• Monitor service site compliance;
• Plan, develop curriculum and teach the Professional Mentorship course; once a week during fall, spring and summer semesters;
• Participate in all Media Arts department activities;
• Communicate on the progress of ACT to key NMHU and NM Commission for Volunteerism AmeriCorps program staff;
• Plan and implement member recruitment, orientation, and training;
• Confer with the Cultural Institution Liaison on Cultural Institution recruitment and member placements;
• Verifies all member FBI background checks;
• Maintain AmeriCorps member files;
• Develops Site Service Agreements and MOUs;
• Coordinates participation of Faculty Advisors;
• Enters data and monitors OnCorps;
• Coordinates and maintains communiqué with members and mentors/supervisors;
• Makes travel arrangements for AmeriCorps members and staff;
• Conduct onsite visits throughout NM in Museums and Cultural Institutions where members are placed;
• Oversees completion of all reporting obligations; completes monthly evaluation reports. Evaluator for the program; aggregates data and summarizes for interim and final reporting;
• Perform other job-related duties as assigned.

MINIMUM REQUIREMENTS
• EDUCATION: Master’s Degree
  • EXPERIENCE: 3-5 years managing a grant-funded program within a university setting
  • PREFERENCE: Knowledge of AmeriCorps rules, regulations and compliance issues.

EMPLOYMENT REQUIREMENTS
• Must possess and maintain a valid NM driver’s license;
• Must be willing to work weekends, evenings and odd hours as required;
• Must be willing to travel;
• Continued employment is contingent upon grant funding.

KNOWLEDGE, SKILLS, & ABILITIES:
• Grant writing, strong communication, writing and presentation skills, flexible, creative problem solving skills, ability to juggle several projects and deadlines at once, strong leadership skills, strong budgeting and
computer skills. Must know Adobe Creative Suite software and understand how to implement and advise about appropriate technology in museums and cultural institutions.

PHYSICAL DEMANDS

- Sitting ...............................................................Frequently
- Standing............................................................Occasionally
- Walking............................................................Occasionally
- Bending............................................................Occasionally
- Squatting.........................................................Occasionally
- Climbing..........................................................Occasionally
- Kneeling .........................................................Occasionally
- Lifting up to 20 pounds........................................Occasionally
- Lifting greater than 20 pounds .........................Seldom

WORK ENVIRONMENT

- Work is normally performed in an office setting;
- Work with frequent interruptions;
- Travel throughout NM required.