

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	<b>People &amp; Culture Coach</b>	<b>REPORTS TO:</b>	Chief Financial & Operating Officer
<b>DEPARTMENT:</b>	Administration	<b>SUPERVISES:</b>	n/a
<b>CLASSIFICATION:</b>	Full-time, exempt	<b>SALARY RANGE:</b>	\$60,000+ DOE

## JOB SUMMARY

The People & Culture Coach is responsible for employee/volunteer coaching and development; workplace culture; and employee/volunteer recruitment and hiring. They are a source of support and guidance for museum employees and volunteers, and they champion a culture of collaboration, communication, and trust.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>50%</b>	<b>Employee/Volunteer Coaching and Development</b> <ul style="list-style-type: none"><li>• <i>Coach, mentor, teach, guide, advise and/or support employees and volunteers in their personal and professional growth, to foster achievement of their full potential</i></li><li>• <i>Co-develop and deliver, with the Associate Curator of Visitor and Volunteer Engagement, an employee and volunteer orientation program</i></li><li>• <i>Ensure resources are in place to support a diverse museum team</i></li><li>• <i>Administer professional development program</i></li><li>• <i>Oversee annual employee performance feedback process</i></li><li>• <i>Conduct employee exit interviews</i></li></ul>
<b>35%</b>	<b>Workplace Culture</b> <ul style="list-style-type: none"><li>• <i>Champion a culture of collaboration, communication, and trust</i></li><li>• <i>Plan and coordinate employee and volunteer appreciation events, to include annual holiday gatherings, staff retreats, volunteer awards ceremonies, birthday celebrations, and simple acts of appreciation.</i></li><li>• <i>Support increased understanding and action in the museum's DEAI work towards more inclusive and accessible, systemic and sustainable programs, policies, and structures</i></li><li>• <i>Create opportunities for staff and volunteers to interact and engage—not just professionally, but informally—to build a more inclusive environment</i></li></ul>
<b>15%</b>	<b>Employee/Volunteer Recruitment and Hiring</b> <ul style="list-style-type: none"><li>• <i>Maintain museum job descriptions</i></li><li>• <i>Create job postings and manage hiring/recruiting web accounts and search consultants</i></li><li>• <i>Develop a diverse pool of candidates for museum job openings and provide hiring teams with resources to ensure DEAI principles are incorporated in museum searches</i></li><li>• <i>Lead hiring teams through application/resume review and interview process from job posting to offer letter</i></li></ul>

## ADDITIONAL DUTIES

- Contribute to museum leadership team discussions
- Participate in museum DEAI and culture work groups
- Assist with museum-wide events, such as Free Days, fundraising gala, etc.
- Other duties as assigned

## QUALIFICATIONS

### EDUCATION/

- Bachelor's Degree in related field, or equivalent combination of education and experience

CERTIFICATIONS

- Coaching or counseling certifications are preferred

EXPERIENCE

*This is a unique position with a range of possible career paths leading to success in this role. The following is a list of occupational backgrounds which could provide the right mix of experience for this position.*

- Prior work history in a museum, or mission-driven setting
- Experience in human resource administration and volunteer management
- Successful growth in management and leadership roles
- Personal coaching, career counseling, or job training experience
- Experience dealing with conflict resolution, arbitration, or negotiation
- Proven record of developing employees, teams, players, individuals, students, etc.
- Experience with professional development programs and employee performance reviews

SKILLS/ ABILITIES

- Superior listening, communication, coaching, and leadership skills
- Effective at building productive working relationships among and between individuals and groups with diverse goals, talents, and personalities
- Must be tactful, mature, and flexible
- Demonstrated ability to use judgment and discretion in confidential matters and to respond effectively to sensitive inquiries and complaints
- Ability to work independently and prioritize tasks
- Effective at identifying professional development needs

PHYSICAL ELEMENTS

- This position involves a combination of seated or standing desk work and time away from the desk engaging with employees and volunteers

EQUIPMENT USE

- Frequent computer and phone use

ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

Employee Name

Signature

Date