

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

JOB TITLE:	Program Facilitator	REPORTS TO:	Program Development Manager
DEPARTMENT:	Program Development	SUPERVISES:	n/a
CLASSIFICATION:	Full-time, exempt	SALARY RANGE:	\$50,000+ DOE

## JOB SUMMARY

The Program Facilitator is responsible for the implementation of the High Desert Project initiative. This new and dynamic initiative uses the power of immersive interdisciplinary experiences to bring together diverse people to spark dialogue and connection, increase respect for differences, and advance appreciation for our shared accountability to the High Desert region. The High Desert Project achieves this vision through four event series each year, consisting of 3-4 events that combine immersive experiences with in-depth dialogue around important topics. We anticipate this initiative will grow to include other event types, such as a conference. The Facilitator collaborates with the Museum's Executive Director, Program Development Manager, Director of Communications, and external advisors to coordinate event series and contribute to the initiative's long-term direction and vision.

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

50%	<b>"High Desert Project" Event Series Facilitation</b> <ul style="list-style-type: none"><li>Plan and coordinate project activities for each event series to support established outcomes.</li><li>Recruit and coordinate with speakers, artists, and other participants for the event series.</li><li>Facilitate program activities with speakers, artists or other contractors, which could include driving a van on field trips, coordinating meals, gathering program supplies, etc.</li><li>Facilitate in-depth, respectful dialogue among participants with different viewpoints.</li><li>Support participants in building relationships with each other and developing respect for different perspectives and experiences.</li><li>Collaborate with the Program Development Manager to develop and implement evaluation related to the High Desert Project.</li></ul>
25%	<b>"High Desert Project" Administration</b> <ul style="list-style-type: none"><li>Create and manage contractual terms and agreements in partnership with the Museum's finance department for program presenters and participants.</li><li>Maintain any records and documentation associated with the High Desert Project.</li><li>Coordinate with third-party vendors and HDM events team to implement events.</li><li>Manage the budget for the High Desert Project and related events.</li><li>Act as the primary contact for the High Desert Project.</li></ul>
25%	<b>"High Desert Project" Long-term Planning</b> <ul style="list-style-type: none"><li>Develop a multi-year plan for the High Desert Project, which includes short- and long-term priorities and action items, with the Museum's Executive Director, Program Development Manager, and High Desert Project advisors.</li><li>Build relationships with organizations and community members to raise the visibility and expand the High Desert Project.</li><li>Support outreach and communications for the High Desert Project with the HDM Communications department.</li></ul>

## ADDITIONAL DUTIES

- Complies with all Museum policies, procedures, and safety regulations.
- Embraces, supports, and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility, and inclusion

- *Contributes to and supports the Museum’s AZA accreditation process*
- Assist with museum-wide events, such as Free Days, fundraising gala, etc.
- Other duties as assigned

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in related field, or equivalent combination of education and experience.</li> </ul>
EXPERIENCE	<p><i>The following are not required experiences, but some that we feel could lend themselves to this position.</i></p> <ul style="list-style-type: none"> <li>• Experience managing projects that require collaboration across different organizations and/or agencies.</li> <li>• Community organizing experience.</li> <li>• Conflict management experience.</li> <li>• Experience in programs similar to the Civic Collaboratory and the National Institute for Civil Discourse.</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Strong facilitation skills, including knowledge of group dynamics and conflict management.</li> <li>• Ability to have an open mind to different perspectives and welcome a variety of world views and lived experiences.</li> <li>• Ability to plan, manage, and implement dynamic programs from an interdisciplinary approach.</li> <li>• Awareness of systems change models, community organizing, and/or experiential learning theories.</li> <li>• Knowledge of the High Desert region, including its population, communities and significant issues.</li> <li>• Preference for Bilingual in Spanish.</li> </ul>
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> <li>• This position involves extended periods of seated or standing desk work</li> </ul>
EQUIPMENT USE	<ul style="list-style-type: none"> <li>• Frequent computer and phone use</li> </ul>

## 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