

POSITION

JOB TITLE:	Schnitzer High Desert Awards Director	DIRECT SUPPORTS:	Executive Director
DEPARTMENT:	Admin	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	Full time, Salary Exempt	SALARY RANGE:	\$80,000-\$90,000 DOE

JOB SUMMARY

The Schnitzer High Desert Awards Director, a new position manages and implements the Schnitzer High Desert Awards program. The Schnitzer High Desert Awards Director will be responsible for all facets of the awards program. Responsibilities include events logistics, budget management, promotions and marketing, communications, nomination process, advisory committee coordination and facilitation of a highly visible and inspirational annual awards ceremony. The Director will collaborate with the Museum’s Executive Director, Director of Communications, Advisory Committee, Events Team and external advisors to select the awardee based on their innovative work in the High Desert. The Director will guide the awards long term-direction and vision and manage nominations for the Schnitzer High Desert Awards, plans and host the awards Banquet, and engages all award recipients.

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

40%	<p>Program Management</p> <ul style="list-style-type: none"> • Coordinate the Awards Application Process: <ul style="list-style-type: none"> ○ Develop and update application materials. ○ Manage the submission process, including maintaining application databases and communicating with applicants. • Advisory Committee Coordination: <ul style="list-style-type: none"> ○ Recruit and communicate with jurors, providing them with necessary information and materials. ○ Organize Advisory Committee meetings, ensuring the timely and fair and equitable selection of awardees.
30%	<p>Event Planning and Execution</p> <ul style="list-style-type: none"> • Awards Ceremony Coordination: <ul style="list-style-type: none"> ○ Plan and execute the annual award ceremony, including venue selection, logistics, and event promotion. ○ Coordinate with award recipients, museum staff, and external partners to ensure a successful event.
20%	<p>Marketing, Communications and Outreach</p> <ul style="list-style-type: none"> • Promote the Awards Program: <ul style="list-style-type: none"> ○ Develop and implement marketing and communications strategies to increase awareness of the Schnitzer High Desert Awards. ○ Create and distribute promotional materials, including press releases, social media content, and newsletters. ○ Manage any external marketing or communications firms to promote the award and its winners through proactive paid and earned media. ○ Promote actively the Awards mission and brand with key audiences.
10%	<p>Administrative Support and Additional Duties</p> <ul style="list-style-type: none"> • Budget Management:

	<ul style="list-style-type: none"> ○ Assist in the development and management of the awards program budget, ensuring efficient use of resources. ● Reporting and Evaluation: <ul style="list-style-type: none"> ○ Prepare regular reports on program activities, outcomes, and areas for improvement. ○ Collect and analyze feedback from participants, jurors, and attendees to continually enhance the program. ● Additional Duties <ul style="list-style-type: none"> ○ Contribute to and support the Museum’s DEAI initiatives ○ Contribute to and support the Museum’s AZA Accreditation ○ Assist with museum-wide events, such as Free Days, fundraising gala, etc. ○ Other duties as assigned
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This job description is intended to convey essential duties and responsibilities and is not an exhaustive list of all responsibilities, duties, and skills required. Duties and responsibilities may change, and additional tasks may be assigned as needed.

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> ● Bachelor’s degree in a High Desert Museum mission-related discipline, such as history, biology, ecology, anthropology, Indigenous studies are desirable and degrees in other areas will be considered. Candidates with relevant lived experience and professional experience from academia, nonprofits, museums, and for profit work, etc. may be considered as an equivalent to a degree. ● Master’s degree in related field preferred.
EXPERIENCE	<ul style="list-style-type: none"> ● Minimum of three years of experience in program coordination, event planning, or a related area. ● Experience in the arts, culture, museum, or higher education sectors preferred. ● Familiarity with the High Desert region and its cultural landscape. ● Experience in marketing and communications, particularly within the arts community.
SKILLS/ ABILITIES	<ul style="list-style-type: none"> ● Strong organizational and project management skills. ● Excellent written and verbal communication skills. ● Ability to work collaboratively and build strong relationships with a diverse group of stakeholders. ● Earned and paid media outreach and management experience. ● Proficiency in Microsoft Office Suite and experience with marketing and database management software.
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> ● This position involves extended periods of seated or standing desk work
EQUIPMENT USE	<ul style="list-style-type: none"> ● Frequent computer and phone use