

Job Description



POSITION

JOB TITLE:	Program Facilitator	DIRECT SUPPORTS:	Assistant Director of Strategic Engagement
DEPARTMENT:	Program Development	DIRECTLY SUPPORTS:	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 dynamic initiative uses the power of immersive interdisciplinary experiences 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 to five event series each year centered around topics important in the region. Each series consists of 4-5 events that combine immersive experiences with in-depth dialogue. The Facilitator collaborates with the Museum’s Executive Director, Assistant Director of Strategic Engagement, and other staff and advisors to coordinate event series and help inform the initiative’s long-term direction. The Program Facilitator also helps to cultivate a growing cohort of alumni who have previously participated in an event series through a newsletter, ongoing gatherings, and an annual event. Additionally, the Program Facilitator will contribute to a new and exciting Institute for Museum and Library Services initiative that is expanding the High Desert Project model to other institutions across the American West.

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

- 60% **“High Desert Project” Event Series Facilitation**
- *Plan and coordinate activities with each event that support established outcomes, including maintaining communication with speakers, artists, and other presenters.*
 - *Facilitate in-depth, respectful dialogue among participants with different viewpoints.*
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- *Support the creation of a space where participants can share their perspectives and hear perspectives different from their own.*
 - *Facilitate program activities with speakers, artists or other contractors, which could include driving a van on field trips, coordinating meals, gathering program supplies, etc.*
 - *Support evaluation related to the High Desert Project.*
 - *Develop content for and implement a monthly newsletter for High Desert Project alumni.*
 - *Coordinate and facilitate quarterly gatherings for High Desert Project alumni and an annual reunion event.*
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25%

“High Desert Project” Administration

- *Create and manage contracts in partnership with the Museum’s finance department for program presenters and participants.*
 - *Maintain any records and documentation associated with the High Desert Project.*
 - *Coordinate with third-party vendors and HDM events team to implement events.*
 - *Manage the budget for the High Desert Project and related events.*
 - *Act as the primary contact for the High Desert Project.*
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15%

“High Desert Project” Long-term Planning + Growth

- *Support the ongoing growth of the High Desert Project, which includes short- and long-term planning, with the Museum’s Executive Director, Assistant Director of Strategic Engagement, and High Desert Project advisors.*
 - *Collaborate with other team members to support Desert Dialogues—a new IMLS-funded initiative that is taking the High Desert Project model to other institutions across the American West.*
 - *Build relationships with organizations and community members to raise the visibility and expand the High Desert Project.*
 - *Support outreach and communications for the High Desert Project with the HDM Communications department.*
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Additional Duties

- *Complies with all Museum policies, procedures, and safety regulations.*
 - *Contributes to and supports the Museum’s accreditation and reaccreditation processes.*
 - *Assist with museum-wide events, such as Free Days, fundraising gala, etc.*
- Other duties as assigned.*
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QUALIFICATIONS

EDUCATION/
CERTIFICATIONS

- Bachelor’s Degree in related field, or equivalent combination of education and experience.
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EXPERIENCE

The following are not required experiences, but some that we feel could lend themselves to this position.

- Experience managing programs that require collaboration across different communities, industries, and/or disciplines.
- Conflict management experience.
- Experience in programs similar to the Aspen Institute’s Better Arguments Project and the National Institute for Civil Discourse.

SKILLS/
ABILITIES

- Strong facilitation skills, including knowledge of group dynamics and conflict management.
- Ability to have an open mind to different perspectives and welcome a variety of world views and lived experiences.
- Ability to plan, manage, and implement dynamic programs from an interdisciplinary approach.
- Awareness of systems change models, community organizing, and/or experiential learning theories.
- Knowledge of the High Desert region, including its population, communities and significant issues.
- Preference for Bilingual in Spanish.

PHYSICAL
ELEMENTS

- This position involves extended periods of seated or standing desk work

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