



A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

Title: Discovery Assistant Manager
Department: Education
Status: Temporary, Non-Exempt, Part-time
Supervisor: Discovery Manager

Position Description

The Discovery Assistant Manager is responsible for managing customer service responsibilities and registration for the Museum of Northern Arizona's Discovery summer programs. The Assistant Manager will prepare class information prior to each camp, compile and send out program materials to participants, manage extended care, and complete other administrative duties as assigned by Discovery Manager.

Responsibilities

- Use online database to register and track Discovery program enrollment, registration fees, and course schedules
- Prepare class lists, class binders and supply bins for each class.
- check-in campers/parents each week of summer programs
- Order supplies needed by educators
- Provide quality customer service
- Build communication between staff, parents, and campers to ensure smooth running of camps and activities
- Compile and send out weekly program correspondences
- Oversee before and after care
- Oversee Junior Counselor scheduling
- Manage travel logistics for field trips, occasionally serving as a driver on some trips
- Work with program staff to manage the customer service side of camper injuries and behavior incidents.

Qualifications:



MUSEUM of
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ARIZONA

Celebrating the Colorado Plateau

- Highly organized and detail oriented
- Excellent customer service
- Experience with databases such as Excel
- Strong verbal and written communication skills
- Good self-direction
- Valid AZ Drivers License
- Current First Aid/CPR certification

Job contingent on satisfactory passing of a background security check.

To apply, send a cover letter, resume, and three references to Jill Thomas at employment@musnaz.org.

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

Deadline for application materials: February 5, 2017

Position starts: April 3, 2017

Position ends: August 11, 2017

The Museum of Northern Arizona is an Equal Opportunity Employer.