

People's Center Coordinator

Reports To: Tribal Chairperson
Supervises: Sales Shop Clerk
Salary: Independent Contractor
Location: Happy Camp, People's Center

Summary: Day-to-day management and direction of the Center; Daily opening and closing of the Center; Supervision of Sales Clerk/Program Assistant and other staff and consultants that may be hired in the future; Planning and development of the Center's programming including classes, public programs and exhibitions; Project management, reporting, and implementation of all grant related programs; Meeting facilitation and planning with the Center's Museum Advisory Board; Monthly reporting to the Center's Museum Advisory Board and the Karuk Tribal Council; Overall planning, direction and management of the People's Center; Selection and purchases related to the Sales Shop; Grant writing and fundraising for the Center's programs; Primary responsibility for the development, management, care and use of the Center's object collections and archival materials; and Promotion and advertising of the Center and the Center's programs.

1) What are your typical job responsibilities?

My job responsibilities include the day-to-day operations of the People's Center and museum. This entails responding to Tribal Members requests for information regarding family histories, planning activities such as the Men's Cultural Classes, preparing displays for the museum, grant writing and administration, supervising the gift shop clerk, attending meetings which concern the Center, corresponding with various museums and universities regarding repatriation of cultural items, identifying artifacts, answering questions for visitors to the museum, helping the gift shop clerk when it gets really busy, and dealing with whatever comes up during each day.

2) How do you *really* spend your day?

See above. That's why I'm tired when I go home at night.

3) How do you organize your day to ensure you get everything done?

I don't. I have a basic routine that I follow, but with this museum, we have to take each situation as it comes up.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

I have been an archaeologist for 25 years and I knew some of the Tribal Members, so this seemed like a "natural" for me.

5) Uppers; what is the thing that you love most about your job?

Helping people reconnect with their heritage and teaching others about the history in this area.

6) Downers; what is the thing that you love least about your job?

Office politics and cliques.

7) What inspires, excites, and/or motivates you in your job?

Trying to make the People's Center the main and best attraction in this town. Helping people reconnect with their heritage and teaching others about the history in this area.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I average 50 hours worked a week at the People's Center. Evening meetings and activities related to the Center that require my attendance on my off days are not included in this figure.

9) How do you relieve stress?

Sometimes I target shoot. Otherwise I don't do anything to relieve stress.

10) Does your job include a lot of traveling? Do you enjoy it?

No, my job does not require a lot of traveling. If it did, I would not enjoy it.

11) What advice would you give to someone interested in this line of work?

Go to college and take every upper division museology, anthropology, and psychology class they can possibly take. Also take a technical writing course. It's a good way to make a living.

12) What does a typical day in your world look like?

Wake up, prepare for the day, go to the museum and dive in! Go home and work at my home business. Read for an hour. Go to sleep.