



# Friends of the Tubac Presidio and Museum, Inc.

1 Burruel St, Box 4162 • Tubac, AZ 85646 • 520.398.2252 • Fax 520.398.2685 • [www.tubacpresidio.org](http://www.tubacpresidio.org)

**Position Title:** Museum and Park Director

**Reports To:** Chair of the Friends Management Team

**Type of Employment:** Salary (Exempt) / Full-Time 40 hours per week

**Salary:** \$65,000 – \$68,000 annually

Friends of the Tubac Presidio and Museum (FOTTPAM) seeks a team-oriented Park Director who is well-suited to working collaboratively with staff, volunteers, visitors, community partners and the FOTTPAM Board of Directors. This individual will collaborate with community groups, be responsible for managing the park including, but not limited to, fundraising, managing staff, organizing and presenting exhibits, educational programs, events, and special activities. The Tubac Presidio State Historic Park was the first state park established in Arizona. It has five buildings on 11 acres in the historic village of Tubac – ‘Where Art and History Meet.’

## **Qualifications:**

- Five year’s work experience in customer service; museum and non-profit organization experience preferred.
- B.A. or B.S. degree in history, humanities, park resources, business or marketing or related field. Courses in Museum Management or Southwest History desirable.
- Possess high-level of interpersonal skills and be a good motivator.
- Possess diplomatic and communication skills when working with visitors, guests, volunteers, and professional colleagues. Fundraising experience desired.
- Possess highest ethical standards.
- Demonstrate leadership, critical thinking, and strategic thinking skills.
- Capable of attention to details.
- Supervisory, financial management and project management experience.

## **Duties:**

- Management of park operations, staff, and volunteers.
- Creating an engaging and safe educational experience, including exhibits.
- Manage donor relationships and fundraising development.
- Developing and managing lectures, concerts, events, special tours, etc.
- Marketing programs, events and special activities on various platforms.
- Knowledgeable about and ability to perform all procedures required at the front desk in the Visitors Center.
- Completing required administrative functions in a timely manner.
- Additional administrative and interpretive duties, as assigned.

Send resumé and cover letter to [tom@tubacpresidio.org](mailto:tom@tubacpresidio.org). Position open until filled.