

**CULTURAL PROGRAMS ASSISTANT
CRAZY HORSE MEMORIAL FOUNDATION**

Crazy Horse Memorial Foundation is currently seeking qualified applicants for the full-time, seasonal non-exempt position of Cultural Programs Assistant. Under the leadership of the Cultural Programs Manager, the Cultural Programs Assistant is responsible for assisting in the operations of THE INDIAN MUSEUM OF NORTH AMERICA®, including, but not limited to, the Annual Gift from Mother Earth Art Show & Sale, daily and special event cultural performances, Artist in Residence, Mahkoche Kin, Native American's Day, and Talking Circle Speaker Series. The Cultural Programs Assistant works to enhance the contracted Native American artists' time at the Memorial, ensure ample participation in programs from visitors, and to communicate with other Crazy Horse Memorial® departments for day-to-day operations of programs.

Minimum Qualifications:

- Demonstrated experience with a successful track record in event coordination and/or hospitality preferred.
- Experience or understanding of Native American cultural programming preferred.
- Ability to work under pressure, meeting multiple demands and priorities.
- Must have strong organizational skills.
- Position will involve medium-heavy lifting of 50 pounds or more.
- Weekend position with some evenings.
- High School diploma or equivalent.
- Minimum of (3) three years of customer service experience preferred.

The position reports to the Cultural Programs Manager. Benefits include employee discounts. Qualified candidates should forward their cover letter and resume to hr@crazyhorse.org, apply on line at <https://crazyhorsememorial.org/dream/employment/open-positions/> or mail their cover letter and resume to:

Crazy Horse Memorial Foundation
Attn: Human Resources
12151 Avenue of the Chiefs
Crazy Horse, SD 57730-8900