



Mashpee Wampanoag Tribe
483 Great Neck Rd. P.O. Box 1048 Mashpee, MA 02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Powwow Director - For 2012 and 2013 Powwow seasons

Status: Non-Employee Contract

Salary Range: \$5,500.00 to \$6,500 per Powwow year

Closing Date: 2/20/2012

Summary: This is a contract position to plan and manage the 2012 and 2013 Mashpee Wampanoag Powwow, vendor relationships, and special events by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Develops, prioritizes, and implements tactical project plans, including powwow activities, and meetings.

Negotiates contracts and maintains relationships with service vendors.

Compiles estimated cost models, submits final budget, tracks budget statistics, and prepares management reports.

Assists in theme of the powwow and vendor space layout

Sets up meetings and press event schedules, organizes materials, reviews transportation itineraries, and books services.

Assists in creation of internal and external promotional pieces

Coordinates registration and payment procedures, promotional advertising and mailings, and corporate sponsorship activities

Organizes communication equipment setup and security

Manages on-site staffing and registration

Determines appropriate responses to problems and emergencies.

Provides monthly powwow status updates.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Demonstrates attention to detail

Identifies and resolves problems in a timely manner; Works well in group problem solving situations.

Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments

Remains open to others' ideas and tries new things.

Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.

Exhibits objectivity and openness to others' views; Able to build morale and group commitments to goals and objectives.

Writes clearly and informatively; Presents numerical data effectively.

Inspires respect and trust; mobilizes others to fulfill the vision.

Displays passion and optimism

Understands business implications of decisions; Displays orientation to profitability.

Works within approved budget; Conserves organizational resources.

Treats people with respect; Works with integrity and ethically; Upholds organizational values.

Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Arrives at meetings and appointments on time

Commits to long hours of work when necessary to reach goals

Volunteers readily

Meets challenges with resourcefulness; Develops innovative approaches and ideas.

Demonstrates persistence and overcomes obstacles.

Prioritizes and plans work activities; Organizes or schedules other people and their tasks.

Treats others with respect and consideration regardless of their status or position

Demonstrates accuracy and thoroughness

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED) with minimum of 5 years in special event planning, 3 years of that in Native American Powwow, social events

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

Certificates and Licenses:

Must possess a valid driver's license.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand and walk. The employee is occasionally required to sit.