



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

Intergenerational Cultural Incubator Operations Manager– Job Description

Title: Lower Sioux Intergenerational Cultural Incubator Operations Manager

Reports to: Intergenerational Cultural Incubator Director

Supervises: Contract artist teachers and trainers

FTE: 1.0 FTE

Summary

The purpose of the Intergenerational Cultural Incubator is to promote cultural and economic well-being through arts training, production, and sales through mutual partnerships with artists, learners, and entrepreneurs within the Lower Sioux and our relatives within our region. This hands-on leadership position will be responsible for overseeing the arts production and business training within the Incubator.

Incubator Operation Manager Duties:

1. Arts Training:

- Prep and maintain all arts spaces and training rooms
- Establish and communicate arts training schedule
- Identify arts teachers
- Recruit and enroll students
- Maintain records of arts learners' attendance, hours and outcomes for evaluation and graduation certificates.

2. Arts Production:

- Stock and maintain arts supplies for classes
- Stock and maintain arts supplies for art supply store room
- Maintain log and deposit receipts of arts supplies sold
- Develop and maintain schedule for independent artists using shared studio spaces
- Assist artists with questions or special needs to ensure they can produce work.

3. Community Events & Artists Gallery:

- Organize two annual art exhibits, in partnership with artists and director
- Work with artists to develop and mount rotating display of artists' work in gallery space
- Assist with additional community events that promote Community cultural, arts, economic, and wellness goals, as directed by Incubator director.
- Gather community input/feedback through survey.
- Assist in sharing results and feedback back to Community.

4. Financial and Business Readiness Training:

Prep and maintain all training rooms

Establish and communicate financial and business readiness training schedule in partnership with Dakota Futures, Incubator Director and training partners.

Assist Dakota Futures in recruiting and enrolling students

Maintain records of arts learners' attendance, hours and outcomes for evaluation and graduation certificates.

5. Entrepreneurial Supports:

Assist Director in completing leases for independent arts studios and commercial kitchen.

Maintain log of art work sales in gallery.

Manage new marketing website, helping artists add new work and pages for online sales.

Report all sales (gallery, exhibit, and online) to Incubator Director.

6. Maintenance:

Ensure safety, cleanliness, and care of all Incubator rooms, equipment, and materials.

Enforce safety and security guidelines with participants.

Assist with deliveries and stocking materials for arts supply store room, exhibits, and classes.

Partner with other staff for ongoing maintenance of the interior and exterior of the Incubator.

7. Other:

Participate in team meetings

Assist in evaluation activities and report working

Other duties as assigned

Education

Minimum requirement of an Associate's degree in a related field preferred, or two to five years' experience working in a previous incubator, business training or operations, planning, community development, and/or arts setting will be considered with at least a high school diploma or GED.

Experience

At least two years' experience working in a previous incubator, business training or operations, planning, community development, and/or arts setting.

Knowledge of at least one art form.

Previous experience working in a Native community, preferably a tribal community.

Computer, finance, and database experience preferred.

Skills

Strong oral and written communication skills, including facilitation of groups and working one-on-one with community members.

High attention to detail to develop and maintain scheduling and records

Strong work ethic.

Flexibility, creativity, and resilience.

Ability to lift 50 pounds.

Willingness to learn