

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

**POSITION TITLE:** Arts Worker (Sub-Relief)  
**POSITION NUMBER:** 04115  
**DEPARTMENT:** Arts  
**LOCATION:** 2514 W Mason St Green Bay WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Arts Program Manager  
**SALARY:** NE02 \$10.53/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** June 4, 2018  
**CLOSING DATE:** On-Going  
**Transfer Deadline:**  
**Proposed Start Date:** As Soon As Possible

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

This position will assist the Arts Program on special projects and other arts related projects to gain experience within the arts field. This position is designed to serve as an entry level position for individuals starting their careers within the arts community or work field. This is a temporary position. This is a half-time position working 20 hours per week. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Assist with special arts, creativity, or community projects as assigned.
2. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
3. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
4. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
5. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands and arms to reach; talk and hear. Occasionally stand; stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

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#### **STANDARD QUALIFICATIONS:**

1. Ability to communicate efficiently and effectively both verbally and in writing.
2. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
3. Must be dependable and conscientious, possess initiative, self-motivated and capable of working independently
4. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
5. Must be willing and able to obtain additional education and training.
6. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.

## **JOB DESCRIPTION**

**Arts Worker (Sub/Relief)**

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### **STANDARD QUALIFICATIONS: (Cont.)**

7. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Bachelor's degree liberal arts, art history or closely related field.
2. Previous experience coordinating special projects within the Arts field. (E.g. Fashion shows, galleries, etc.)

### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Enrolled in High School as a Junior or Senior, High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; previous experience in the arts related field; an equivalent combination of education and experience may be considered.

### **ITEMS TO BE SUBMITTED:**

1. **Must provide dates of availability throughout the summer.**