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**MUSEUM PUBLICATIONS DIRECTOR**

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**General Summary**

The Museum Publications Director directs all business operations of the Museum of New Mexico Press, the publishing arm of the Department of Cultural Affairs.

**Museum Publications Director**

**Jobcode: X30514**

**Pay Band: 80**

**FLSA Status: Exempt**

***Distinguishing Characteristics***

Administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens and customers and works within parameters and guidelines established by higher levels of management. The organizational unit managed represents a moderate part of the department's total operations.

***Minimum Qualifications***

A Bachelor's Degree and six (6) years of professional level experience in trade book design and production.

***Essential Duties and Responsibilities\****

- Oversees the creation of the program budget and strategizes program goals.
- Works to develop and implement strategic publishing plans both within the Press and with outside partners.
- Directs all press operations including all acquisitions, editorial design, production, marketing, sales, international representation and distribution decisions as well as administrative and financial decisions.
- Directs and monitors all business operations outsourced to the order fulfilment vendor/distributor to include business (credit, collections, royalty reporting), customer service, warehousing and shipping.
- Develops publishing partnerships with museums and other institutions and negotiates and executes publication and distribution agreements.

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**Bargaining Unit:** Not represented

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Working Conditions:** Work is performed in an office setting: late hours, weekends on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel is required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

**Established:** 12/5/2014

**Revised:** APB assigned 12/5/2014

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*