**Help Wanted: Executive Director-Casey Tibbs Rodeo Center**

Overall management of Center’s museum, conference center and staffing under the Board of Directors. Must have excellent Communications skills with the public. Provide board reports, maintain budget and attend Board meetings. Update social media, write, photograph and maintain Center’s website, provide writing and graphic design for all publications including newsletters, invitations, programs and advertisements. Write press releases and radio scripts. Coordinate all facets of special events and schedule for publicity. Serve as chief spokesperson for the Center and conduct historical tours. Develop museum displays and maintain archives. Rodeo knowledge preferred but not required. Some evening and weekend hours required. Technical experience: Microsoft Outlook, Word, Excel, Powerpoint, Acrobat, Photoshop, InDesign, Content Management System (CMS), and Quickbooks/Point of Sale.

Salary range: $42,000-$55,000 inclusive, and is determined depending on experience. Open until filled. Send resume to: PO Box 37, Fort Pierre, SD 57532. No phone calls please.