

COUSE-SHARP HISTORIC SITE is looking for the right candidate to be our ADMINISTRATION AND FINANCE MANAGER

A rare opportunity to join a “small but mighty” team of museum and nonprofit professionals! At CSHS, we work hard, have fun, share lunches, and celebrate our many successes as we serve the Taos community and beyond.

The primary goal of the Administration and Finance Manager (AFM) is to ensure that the day-to-day business and financial operations of the organization run effectively, efficiently, and align with best practices of nonprofit organization management. Under the supervision of the Director of Operations and Communication (DOC), the AFM works with the senior leadership team in strategic decision-making and operations, and spearheads finance, business planning and budgeting, human resources, general administration, systems and process documentation and improvement, and eventually information technology systems. The AFM will participate in fundraising activities, special events, program outreach, board meetings, committee meetings, and other support as necessary.

Specific duties include but are not limited to:

Financial

- Assists with budget development and leads budget oversight and control
- Formulates and maintains documented financial procedures
- Ensures compliance with laws, regulations, and best practices
- Serves as principal contact with contract bookkeeper and accounting firm
- Supervises accounts payable and receivable and maintenance of records
- In concert with DOC, oversees financial tasks of Site Coordinator and Visitor Experience Coordinator
- Prepares financial reports as directed for organization leadership and government entities
- Acts as principal staff point of contact for annual audit
- Administers insurance policies (e.g., property, casualty, fine art, D&O, AD&D)

Personnel

- Works with third-party administrators and insurance companies to manage benefits (e.g., QSEHRA, short-term disability insurance, retirement accounts, worker’s compensation insurance)
- Works with contract bookkeeper to manage payroll
- Spearheads onboarding and separation of employees
- Assists DOC in maintaining personnel files
- Maintains and updates employee handbook and other policies and procedures to ensure the organization remains compliant with labor and workplace laws and best practices

Administration

- Arranges and coordinates meetings, including agendas and associated documentation for the Board of Directors
- Takes minutes at meetings of the Board of Directors, prepares and distributes drafts
- Oversees maintenance of electronic master calendar
- Oversees preparation and accomplishment of mailings
- Manages procurement of supplies, equipment and materials

- Manages organization's primary email and voicemail accounts
- Responsible for obtaining mail and packages
- Maintains various contact lists
- Assists staff with travel arrangements and reimbursements
- In coordination with DOC and board, consolidates, establishes, and updates organizational policies and associated documents
- Manages licenses, mandatory reports, organizational memberships, and subscriptions
- Formulates and updates general procedure manuals and guidelines

Information technology and data management

- Assists DOC in documenting IT assets and updating this information over time
- Assists DOC and Site Coordinator in obtaining bids, making purchases, and managing IT-related contracts
- Assists DOC and Site Coordinator in onboarding new users, supporting users and initial IT troubleshooting
- Assists Donor Relations Manager in administering customer relationship management software and data
- Plans and oversees updating of electronic and physical filing systems, in concert with DOC and Director of The Lunder Research Center
- Establishes and maintains inventories of assets (other than art, archives and artifacts)
- Works with staff and volunteers to obtain accurate visitor and volunteer data
- Arranges and oversees POS systems and operation of physical museum shop and website shop

Event coordination

- Assists with planning and implementation of annual event schedule
- Assists Visitor Experience Coordinator regarding onsite and offsite receptions, lectures, demonstrations, fundraisers, auctions and similar events, to include vendor management for catering, furnishings, decoration, etc.
- Creates spreadsheets to track data such as attendees, payments, food choices, requests, expenses, donations
- Produces reports including revenue and expenses, volunteer time and in-kind donations, review and debriefing
- Assists with coordination of art auctions and sales, including forms, recordkeeping and follow-up

Other support

- Helps track grant opportunities and applications
- Assists directors in researching grant opportunities and preparing applications
- Helps oversee and administer financial aspects of grants
- Contributes to plans for emergency and risk management and disaster response
- Assists in maintaining site security: tracking keys, securing doors and windows, setting alarms as needed

The Couse Foundation, the nonprofit corporation that owns and operates Couse-Sharp Historic Site, is an Equal Opportunity Employer. Individuals seeking employment will receive consideration without regard to race, color, national origin, religion, age, sexual orientation, gender perception or identity, marital status, disability, protected veteran status or any other status protected by law.

Education and experience

Required

Bachelor's degree from an accredited institution and at least 2 years experience in financial management

OR

Associate's degree and at least 5 years experience in financial management and business operations

Preferred

3+ years experience in a financial/administration role in a nonprofit organization

3+ years experience in nonprofit business operations

3+ years experience in financial management

Knowledge, skills, and abilities

Required

Familiarity with Quickbooks

Extensive experience with Microsoft Excel and Word

Experience with budgeting and financial reports

Outstanding organizational skills

Excellent analytical and interpretative skills

Excellent written and verbal communication skills

Self-motivated

Courtesy, professionalism and the ability to maintain confidentiality

Ability to work in a flexible, entrepreneurial environment

Preferred

Leadership ability

Commitment to the organization's purpose

Extensive experience with Quickbooks Online

Extensive experience with budgeting and financial reports

Experience with third-party audits

Familiarity with Mac OS

Familiarity with Google Workspace

Familiarity with CRMs

Compensation

Base salary range: \$50,000 to \$55,000 annually DOE

FLSA status is exempt

Paid vacation and sick leave

9 paid holidays per year

Retirement saving plan with employer match

Short-term disability insurance at no cost to employee

Qualified Small Employer Health Reimbursement Account

To apply, send resume, cover letter and contact information for three professional references to Regina McAskill Scherffius, director of operations and communication, at rscherffius@couse-sharp.org.

Couse-Sharp Historic Site

A CROSSROADS OF CULTURES

146A

COUSE-SHARP
HISTORIC SITE

TAOS, NEW MEXICO



Beyond beauty

THE LURE OF TAOS

In 1893, painter Joseph Henry Sharp visited Taos for the first time. He shared tales of his enchantment with the people and the landscape with fellow artists Ernest Blumenschein and Bert Phillips. After those two visited the Taos valley in 1898, they encouraged friends to join them.

On July 15, 1915, those three and three more painters formed the **Taos Society of Artists (TSA)**, with the shared vision of creating an authentically American art among their diverse neighbors. Eanger Irving Couse was the first president. Portraying the thriving **Native American and Hispano cultures** and the dramatic landscape of the Taos valley, the group grew to 12 full members.

With its success and reach, the early Taos art colony forever changed people's perceptions of the American Southwest and its residents. They continue to influence the world of American art, nationally and internationally, a century later.



THE LUNDER RESEARCH CENTER, the only research center for the study of the TSA, early Taos art, and their cultural context, is part of the campus, in a building that incorporates the remnants of Sharp's home. It includes archives, a library, object collections, and our primary exhibition gallery. Researchers can access materials by appointment.



Learn more at
LunderResearchCenter.omeka.net

OUR STATEMENT OF PURPOSE

Through its archives, collections, and programming, the Couse-Sharp Historic Site preserves and interprets Taos' crossroads of cultures, promoting and facilitating research, education, and new perspectives on the Taos Society of Artists, early artists of Taos, and regional and Indigenous communities in relation to the greater story of the multicultural American West.

OPPOSITE: E. I. Couse (seated) on the porch of his home with models Jerry Mirabal (left) and Ben Lujan. ABOVE: TSA members (from left to right) E.L. Blumenschein, Bert Phillips, J. H. Sharp, and E. I. Couse critique a Couse painting in the garden in 1915.

BRINGING THE LEGACY TO LIFE

Experience the authentic story of Taos

The 2+ acre campus in the heart of the historic district features the former homes, studios, and gardens of E. I. Couse and J. H. Sharp, two of the founders of the Taos Society of Artists. The well-preserved—and charming—complex of 19th and early 20th century buildings with original furnishings, ephemera, and art collections orients visitors to the remarkable confluence of creativity Taos represents.

The site highlights the people of Taos Pueblo and other **Indigenous contributions**, which include modeling for paintings and producing art collected by Couse and Sharp. The TSA were inspired by the local artwork, architecture, and relationships with their neighbors of Native and Spanish colonial heritage.

The site has something for everyone, including the **Virginia Walker Couse garden** designed by E. I. Couse’s wife, believed to be the first decorative garden in the area. In the **Couse Home**, with sections built at various times between 1839 and 1930, see how these painters worked and lived.



In the **Couse Studio**, the artist’s tools, furniture, cameras, and darkroom remain largely as he left them in 1936. Stand at his easel holding an unfinished painting near the model’s stage and surrounded by Native art. Explore **Couse’s collections** of local Hispano religious art, Pueblo pottery, Native beadwork and artifacts, and significant representation of his own work.

The **Kibbey Couse workshop** brims with period tools. The Couses’s son was a gifted mechanical engineer and inventor, and the shop and **laboratory** are presented largely as he left them in 1936. Outside, Rosie the **Mobile Machine Shop** is one of the last remaining examples of Kibbey’s most prominent invention, used widely during WWII.

The 1830s **Luna Chapel** was originally a Hispano family chapel that Sharp converted into a studio in 1909, and today is a venue for exhibitions. **Sharp’s 1915 Studio**, restored to its former glory, showcases a rotating exhibition that spans his career and includes his paintings, archival materials, and Native American art he collected.



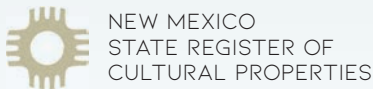
Photo by Gina Azzari



Photo by Francis Smith



Photo by Francis Smith



VISIT COUSE-SHARP HISTORIC SITE

Because of the immersive nature of the site, in which little is labeled or under glass, all **tours are docent-led** and take 1.5–2 hours. Tour starts are generally Monday–Saturday 10–3. Admission is free; donations gratefully accepted. Volunteer docents are scheduled for each group, so as much notice as possible is appreciated; request at couse-sharp.org/tour or call 575-751-0369.

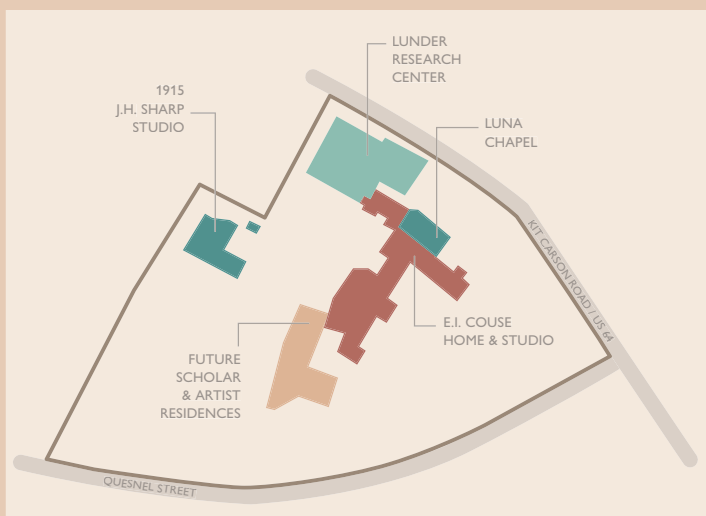
OPEN HOUSES with docents in each room are held some Saturdays (see couse-sharp.org for schedule and notice of events such as artist demonstrations).

THE DEAN PORTER GALLERY in The Lunder Research Center hosts exhibitions and is generally open Tuesday–Saturday 1–5 p.m., no appointment needed; check website for details.

PHOTOGRAPHY for personal use is encouraged.

ACCESSIBILITY: The gallery in the LRC is ADA accessible. The historic buildings and grounds contain steps and uneven walkways that present barriers for wheelchair users and challenges for others with mobility impairment. If you have concerns about the degree of difficulty, please call to discuss.

DONATIONS are our major source of income!
For more information, visit couse-sharp.org/donate



Couse-Sharp Historic Site
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couse-sharp.org
TAOS, NEW MEXICO