

JOB POSTING

Culture & Heritage Director

Reports to: Chief Administrative Officer

Job Duration: Full-time – Interim from August 2024 to July 2025

Summary: We are seeking a Director of Culture and Heritage to lead our efforts in preserving, promoting, and educating others about Tahltan cultural heritage. The Culture and Heritage Department is organized into two related but distinct divisions. Where the archives and repository focus on the preservation of cultural objects, historical artifacts, and archives, cultural programming focuses on documenting and promoting Tahltan lifestyles, traditions, and practices. The successful candidate will be responsible for developing and implementing strategies to acquire, safeguard and promote our cultural assets, coordinate cultural events and programs, manage archives, historical artifacts and cultural belongings, and foster partnerships with cultural organizations and stakeholders.

Responsibilities:

- Lead strategic planning initiatives to align cultural preservation and revitalization efforts with organizational goals.
- Oversee the acquisition, preservation, and access processes of artifacts, cultural objects, and archives.
- With support of the Senior Archivist, revise and build onto a long-term workplan for the development and management of the archives and repository.
- Partner with other departments to develop and execute promotional campaigns to raise awareness of Tahltan Cultural Heritage. (i.e.: signage project)
- Support the Culture & Heritage Coordinator in the planning and coordination of cultural events, exhibitions, and performances.
- Develop educational programs and workshops to increase understanding and appreciation of Tahltan Cultural Heritage for Tahltan Membership.
- Cultivate partnerships with community organizations and stakeholders to enhance cultural initiatives.

- Liaise and support the Tahltan Elders Council and Youth Council.
- Work with the Culture & Heritage team to identify funding opportunities and prepare grant proposals to support cultural projects (i.e. cultural centre in Tahltan Territory).
- Recruit, train, and supervise staff and volunteers involved in cultural programs and events.
- With collaboration from the lands department, oversee the management of a seasonal archaeology monitoring team.
- Support building capacity in the department/building up the Culture & Heritage team.

Qualifications and Requirements:

- Knowledge of Tahltan cultural protocols and practices.
- Class 5 Driver's license with a satisfactory drivers abstract.
- Experience in cultural preservation, event planning, museum management, or related areas would be an asset.
- Strong project management skills, including the ability to plan for the short and long-term (i.e. 1-year and 5-year plans), organize and execute multiple initiatives simultaneously.
- Significant experience managing a team of more than 3 people.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders and audiences.
- Knowledge of grant writing is an asset.
- Building and managing a departmental budget.
- Familiarity with relevant laws, regulations, and best practices in cultural heritage preservation and management.
- Creative thinking and a passion for promoting cultural heritage preservation and management.

Personal Skills & Attributes:

- Lead with integrity, through collaboration, and with high ethical standards.
- Strategic thinker with the ability to lead in a fast-paced environment.
- Strong problem solving and conflict resolution skills.
- Strong interpersonal skills, ability to communicate and manage well at all levels

of the organization including the Tahltan Membership is essential.

- Knowledge of Tahltan culture and people.

Remuneration and Work Hours:

- Remuneration range is \$100,000.00 - \$120,000.00 depending on experience.
- Work hours will be from 9am to 5pm Monday to Friday, however it is the nature of the position to work beyond regular office hours as well as weekends.
- Travel will be required.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants in the Lower Mainland are encouraged to apply.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@tahtlan.org with subject as "**Culture & Heritage Director**" Application, Attention CAO.

Tahltans are encouraged to apply via OnTrack

Any Questions? Contact John Thomas at CAO@tahtlan.org

Deadline for Application: August 2, 2024, or until filled.

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).