



KWANLIN DÜN CULTURAL CENTRE

1171 Front Street
Whitehorse, Yukon Y1A 0G9
PH: 867-456-5322

Job Description

Section 1 – Position Description

<i>Position Title</i>	Cultural Programs Coordinator (Intern)
<i>Location</i>	Whitehorse, Yukon
<i>Full or Part time?</i>	Full-time
<i>Salary</i>	\$24.00
<i>Position Status</i>	Term Position – September 2020 to March 2021

Section 2 - Position Summary

The Kwanlin Dün Cultural Centre requires an individual to perform the duties of a Cultural Programs Coordinator, for a 27-week period from September 2020 to March 2021.

Reporting to the Cultural Programs Manager, the Cultural Programs Coordinator will assist in the coordination of cultural programming at the KDCC. Programming includes the KDCC's Annual Christmas Craft Fair and Open House, the second annual Yuk'e Art Gallery in partnership with the Yukon First Nation Culture and Tourism Association, seasonal art workshops and other special events.

The Cultural Programs Coordination will assist in the delivery of interpretive programming to visitors including various educational groups and the general public.

This position will also be involved in the management of the KDCC's social media channels and will assist with the management of the KDCC's art collection.

Section 3 - Principal Duties and Responsibilities

1. Assists with special events, including coordination of the KDCC's Annual Christmas Craft Fair and Open House, the Yuk'e Art Gallery, Indigneous Book Club and seasonal art workshops.
2. Participates and assists in delivery of major events and cultural and community programming, as required.
3. Delivers interactive, educational, and interpretive programming, demonstrations, and tours for a variety of audiences (tourists, general public, children, students, etc.), related to the permanent and temporary collections at the KDCC.
4. Designs and develops props, activities and/or teaching aids that support KDCC interpretive programming.
5. Operates and/or maintains artifacts, equipment, technology, and records used in delivering heritage interpretive programs.

6. Researches information relevant to the community's and the KDCC's heritage resources.
7. Coordinates development of a visitor survey, and collects and compiles evaluative data from the survey and other sources.
8. Assists in advertisement and promotion of interpretive programs through preparation of brochures, articles, blogs, and other print and social media.
9. Collects qualitative and quantitative data on tours, and receives and records feedback from tour clients and the public.
10. Assists with administrative and facility operations tasks, and performs other related duties as required.

Section 4 - Specific Accountabilities

What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

This position is responsible for direct customer service and ensuring clients and tourists have positive interpretive experiences at the KDCC. This project is responsible for providing assistance to a variety of program and operational staff at the Centre, including the Departments of Heritage and Culture, Marketing and Events, and Administration and Operations.

Section 5 - Decision Making

Objectives for this position are developed in relation to the Cultural Programs Manager, and in conjunction with the Executive Director, who provides direction and operational guidance for this position through strategic planning, approved budgets, work plans, policies and procedural directives.

Section 6 - Personal Suitability

This position requires an individual who is passionate about customer service, heritage resource interpretation, and cultural programming. The successful applicant will have outstanding interpersonal skills, as well as exceptional oral and written communication skills, including coordination skills and a strong ability to work as part of a team. The incumbent will possess a high degree of cultural competency. Experience working in cross-cultural environments is an asset. This position requires a person who is well-spoken, comfortable speaking in front of small and large groups of people from various cultural backgrounds, and has an interest in public speaking. A friendly, personable, and diplomatic demeanor is required.

Section 7 – Qualifications

- Completed post-secondary education in First Nation Studies, Museum Studies, Cultural Resources Management, Anthropology, History, Tourism, Culture, Communications, Art or another relevant post-secondary program
- Knowledge and experience with cultural and heritage is preferred
- Intermediate computer skills are a requirement
- Previous employment or volunteer experience in a similar setting is an asset
- Previous public programming and special events participation an asset

Section 8 – Working Environment

This position works in an office environment approximately 95% of the time.

Section 9 - Conditions of Employment

- Employee must be between 16 and 30 years of age at the start of the employment, as per funding requirements;
- Employee must be a college or university graduate as per funding requirements;
- Employee must be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- Employee must be legally entitled to work in Canada;
- Employee must be willing to commit to the full duration of the work assignment;
- Employee must not have previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's [Youth Employment Strategy](#);
- Flexible work hours are required to accommodate occasional evening and weekend activities.

Section 10 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Executive Director</u>: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Executive Director: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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