



## Job Description

### Section 1 – Position Description

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|---------------------------|-------------------------------------|
| <i>Position Title</i>     | Cultural Programs Manager           |
| <i>Location</i>           | Whitehorse                          |
| <i>Full or Part time?</i> | Full Time                           |
| <i>Salary</i>             | Commensurate with experience        |
| <i>Position Status</i>    | Term Position, until March 31, 2022 |

### Section 2 - Position Summary

Reporting to the Executive Director, the Cultural Programs Manager is responsible for the development and delivery of cultural and community projects and exhibits. The position implements, monitors, evaluates, and reports on programming in accordance with funding agreements, identified work plans, and organizational plans and priorities.

The Cultural Programs Manager is responsible for securing funding, developing and implementing work plans, and will work in a team environment to identify programming, exhibitions, and sustainability gaps, and develop solutions and strategies to mitigate these gaps. This position also supervises seasonal and project staff, as required.

### Section 3 - Principal Duties and Responsibilities

*Principal duties and responsibilities are interpreted as being descriptive and not restrictive in nature.*

1. Develops, plans and coordinates significant operational initiatives to advance the identity of KDCC as a cultural centre within the territory through development of a variety of projects, exhibitions and initiatives. Responsible for assisting in work planning, project coordination and delivery, exhibit management and participating in project teams.
2. Engages with and responds to the Cultural Committee/Governance Council priorities, and evaluates, receives feedback and determines the most appropriate design of projects and exhibits to meet community development needs, and ensures community-level implementation of cross-generational projects, programs and exhibits.
3. Participates in multi-stakeholder partnerships, advises, facilitates and assists in the development and implementation of cultural and community programs and exhibitions at the Kwanlin Dün Cultural Centre to ensure that program and exhibition objectives are effectively met. Fosters and maintains positive and respectful communications and



relationships with government officials, non-governmental/community organizations, and Yukon First Nations to advance cultural industries, pursuits and economies in Yukon.

4. Uses qualitative and quantitative research methods to analyze projects and programs, exhibits, and other strategies that target a number of different community members and stakeholders. Assists in the development of evidence-based reports, evaluation, and communications, and provides feedback concerning the success of exhibits and project initiatives.
5. Supports the growth and capacity development of KDCS by developing and negotiating funding proposals, based on the strategic plan and direction from the Cultural Committee/Governance Council that will create cultural programming and exhibits that meet the needs of community.
6. Provides policy, project, program, exhibit, and interpretive tour advice to the Executive Director to implement the mandate, goals, and objectives of KDCS with respect to advancing cultural programming and program participants and exhibitions and exhibition visitors.
7. Coordinates, in partnership with the KDCC Team, the annual Indigenous Peoples Day Celebration hosted every June.
8. Supervises seasonal staff as well as project staff related to cultural programming 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?***

The impact of this position on the community and the organization is significant. The success of this position has a direct impact on the quality of future knowledge, respect and incorporation of heritage in Yukon. This position is responsible for the successful development, implementation and monitoring of cultural and community projects related work plans and budgets. Successful development of applications, proposals and budgets and access to funding for cultural and community projects and exhibitions based on strategic and annual plans and Cultural Committee/Governance Council priorities.

#### **Section 5 - Decision Making**

Objectives for this position are developed 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. This position also works closely with the Cultural Committee of the KDCS Governance Council.

### **Section 6 - Personal Suitability**

This position requires an individual who is passionate and knowledgeable about heritage and cultural programming, community development and Nation building. The successful applicant will have outstanding interpersonal skills, as well as oral and written communication skills and the proven ability to develop funding proposals and project reports. The incumbent will possess a high degree of cultural competency, including recent and significant experience working in cross-cultural environments. The incumbent will also have a strong ability to problem solve, negotiate, and resolve conflict, and will be required to work cooperatively and facilitate the development of a team environment.

### **Section 7 – Qualifications**

#### **Education and Experience:**

- Post-secondary education in First Nations Studies, Cultural Resource Management, anthropology/archaeology, museums studies/management or other related field, and/or significant experience in First Nation cultural/interpretive centre. An acceptable combination of education, training and/or experience will be equally considered.
- Experience in project and financial management, including planning, developing, implementing and evaluating projects.
- Experience in liaising, consulting and/or collaborating with multiple stakeholders and/or governments.
- Ability to handle multiple projects with tight deadlines and potentially competing interests.

#### **Knowledge:**

- Knowledge of and experience in working with First Nations heritage, language, traditional and/or cultural resources.
- Knowledge of First Nation Government (land claim & self-government agreements, Indian Act, etc.), and social and historical issues impacting First Nation communities.
- Knowledge of Federal, Territorial and other funding sources and a proven successful history of writing funding proposals and accessing resources.

### **Section 8 – Working Environment**



The position works in the KDCC and there will, from time to time, be the requirement for overtime when working on projects or attending after hours meetings/events. There is a constant need to meet regular and critical deadlines. Occasionally deals with angry, upset individuals who feel their needs are not being met. The incumbent is required to maintain a regular weekday schedule while also being available for evening and weekend work.

This position works in an indoor environment approximately 95% of the time, though occasional outdoor work is required in all seasons. This position is required to spend approximately 85% of the day sitting at a desk, with about 15% spent standing, walking, and occasionally lifting and moving equipment and furniture. Physical and mental effort is required to sit and focus for long periods of time. Travel is required within Whitehorse on a weekly basis and may be required outside of Whitehorse and/or the Yukon on an as needed basis.

### **Section 9 - Conditions of Employment**

Confidentiality is a condition of employment for all Kwanlin Dün Cultural Centre personnel. Failure to comply may result in dismissal. Employees are expected to follow all workplace guidelines and rules in a harmonious and cooperative manner. Employees are expected to work in a team environment and assist the team in creating future success for the KDCC.

1. Employees must sign a Code of Conduct and Ethics, an Employee Conflict of Interest Agreement and an Oath of Confidentiality
2. Class 5 Driver's License
3. Criminal background check may be required
4. Willingness to be trained in First Aid and CPR
5. Willingness to work variable hours, weekends and occasionally long hours.

### **Section 10 – Dress**

Working attire will consist of standard professional business attire.

### **Section 11 – Hours of Work**

1. 37.5 hour work week, Monday through Friday.
2. Overtime after 8 hours per day or 40 hours per week at a rate of 1.5 (overtime may be banked as in-lieu if preferred)
3. Overtime must be approved by the Executive Director

### **Section 12 – Documents**



1. KDCS Code of Conduct and Ethics, Employee Conflict of Interest Policy and an Oath of Confidentiality Agreement
2. Appendix 6: Employee Intake Form
3. TD-1 Form
4. Direct Deposit Form

**Section 13 – Confidentiality**

1. The employee will maintain confidential information in strict confidence and will not disclose any information concerning the operations of the Kwanlin Dün Cultural Centre or the Kwanlin Dün First Nation Government to any third party.
2. The terms contained within this document are to remain private.
3. Failure to adhere to these policies will result in immediate termination.

**Section 14 – Termination and Probationary Period**

During the Probationary Period (as outlined in the Letter of Offer), written notice of termination may be given at any time. Following the Probationary Period, KDCS may terminate this Agreement in its entirety, at any time and for any reason, upon two weeks prior written notice to the Employee. Successful completion of the Probationary Period is not connected to any commitment for an increase in wages (raise).

**Section 15 – 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.

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| <p><b><u>Executive Director:</u></b><br/>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><b><u>Incumbent</u></b> (where applicable):<br/>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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