



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

**Tk'emlúps te Secwépemc (TteS)** is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Museum Administrator  
**DEPARTMENT:** Language and Culture Department  
**SUPERVISOR:** Language and Culture Manager  
**TERMS:** Full Time  
**Reference #:** 2019 - 036

### **PURPOSE OF POSITION:**

The Museum Administrator is responsible for managing the operation, exhibition programs, education programs, community outreach, collection management and conservation of all artifacts and archival collections of the Secwepemc Museum and Heritage Park. The Museum Administrator is also responsible for managing the multitude of public partnerships involved in the preservation of Secwepemc heritage. The Museum Administrator also manages all Museum employees in their day-to-day work and is responsible for all administrative functions of the Museum, including budgeting, and providing reports to supervisor.

### **DUTIES AND RESPONSIBILITIES:**

- 1. Administers and oversees the day to day activities of the Museum to ensure it is operating professionally in accordance with the approved practices, policies, budgets, standards and guidelines. (95%)**
  - Assigns, supervises and directs staff and may participate in research, indexing and cataloguing of displays and archives.
  - Ensures the preservation and interpretation of the historical heritage of the Secwepemc and area.
  - Oversees the preparation of historical articles and books, pamphlets and other literature researched, prepared and distributed as part of the public relations responsibilities of the position.
  - Responsible for all administrative functions of the Museum, including budgeting and providing reports to supervisor.
  - Ensures the accessibility of museum and archives collections to researchers, students and the general public and ensures that archival collections policies and procedures are adhered to.
  - Ensures the public has continuing access to museum and archival collections.
  - Provides lectures, education programs, publications and public information as required.
  - Responsible for any reporting that is required as a result of grants the Museum has successfully obtained through local, provincial and national museum associations or funding institutions.

- Pursues appropriate contacts with museum curators, historians, archivists and museum associations.
- Identifies and potentially assigns staff to liaise with local and regional partners in support of the strategic goals of the Secwepemc Museum and Heritage Park.
- Ensures research for manuscripts and oral sources relating to Secwepemc history is included in the museum's collection.
- Oversees and may participate in public education programs including lectures delivered directly and by way of local media and to students from all educational levels, the general public and organizations and community groups.
- Works closely with TteS departments, Secwepemc communities or other relevant First Nations organizations to ensure the Secwepemc Museum and Heritage Park mandate is fulfilled.
- Ensures the ongoing preservation and interpretation of the Secwepemc heritage.
- Responsible for coordinating all liaisons with other local and provincial museums and archival associations and ensuring that the museum has a vibrant approach to community outreach and program development.
- Responsible for the traditional management responsibilities of hiring, motivating and coaching employees, assessing employee performance, exercising disciplinary action and dealing with grievances.
- Provides Museum staff with professional and technical support and coordinates the personal and professional development of staff.
- Monitors Museum expenditures on the Museum budget and calculates budget balances and advises Education Manager on fund availability, surpluses and shortfalls within the budget.
- Plans, schedules, assigns and reviews Museum staff work, sets work priorities and standards.
- Promotes the Museum, its activities and generates revenues and expands business to ensure positive cash flow.
- Coordinates and supervises the development and implementation of the Museum's educational programs, including culturally appropriate programs aligned with BC's school curriculum.
- Communicates regularly with stakeholders about Museum updates and delivery of educational programs.
- Keeps Museum staff informed of guidelines and policies established by TteS and updates Museum staff of any legal, regulatory or policy changes implemented by the Federal or Provincial government.
- Maintains a good working relationship with relevant internal and external agencies.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Education Department and TteS.
- Liaisons with other TteS departments.
- Develop effective grant proposals and grant reports based on the museum's strategic plan and needs.

## **2. Other related duties as required. (5%)**

- Oversees the Grand Circle Tour project/agreement.
- Oversee Secwepemc Museum Society, recruit society members, ensure BC Society Act requirements are met annually and organize quarterly society meetings.
- Provides full day coverage for Cultural Educator and give educational or cultural tours as needed.

## **QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

### **Professional Certification, Education and Experience:**

- Bachelor's degree in History, First Nation Studies, Museum and Archival Studies, and/or other related disciplines with preference given to a Master's degree.
- At least (3) years work experience in a similar work environment or an equivalent combination of education and/or training.
- Extensive knowledge of Secwepemc culture, history and lifestyle is required.
- Familiarity with Secwepemc Language is required, a language proficiency certificate would be an asset.
- Minimum of (3) years previous supervisory experience.
- Extensive research, writing and public speaking experience.

## Skills and Abilities

- Must have the required skills such as strong interpersonal, diplomatic and negotiation skills.
- Knowledge of BC Provincial School Curricula.
- Must have extensive and thorough knowledge of Secwepemc language, history and culture.
- Must have proven written and verbal communication skills.
- Demonstrated ability to interpret, explain and apply written and oral instruction, procedures and regulations.
- Ability to present information to audiences in an engaging manner.
- Advanced computerized record keeping skills and versed in Microsoft Word, Excel and Microsoft Outlook applications.
- Strong analytical, organizational, coordinating and planning skills.
- Ability to verify, research and collect data and prepare reports and other documents.
- Proven ability to set priorities and meet deadlines.
- Ability to maintain confidentiality of information and have high ethical standards.
- Ability to take initiative.
- Must have strong teamwork, service orientation, problem solving and judgement skills.
- Ability to work in multi-cultural settings.
- Demonstrated experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Demonstrated experience and ability to plan, organize, coordinate and lead a diversity of projects simultaneously.
- Strong ability to develop, monitor, report and implement program budgets.

## Special Requirements

- Class 7 or Class 5 driver's license.
- Knowledge of local, national, and international museum community, not-for-profit sector and government services including funding sources available for museums.
- For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check-vulnerable section.

**HOURS OF WORK:** Normal day shift – 7 hours per day. Non – normal shift required.

**PAY GRADE:** As per current TteS salary wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

## **Deadline for the Job posting is May 29, 2019 by 2pm**

**Submit Job Application Form, cover letter, resume, and references**  
Online <https://tkemlups.ca/employment/> , or by email: [resume@kib.ca](mailto:resume@kib.ca),  
or by fax: 250.828.9847,

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out an online job application form, which can be found on the [tkemlups.ca](https://tkemlups.ca) website.  
Any late submissions will not be considered.