



Indigenous Engagement Coordinator BC Museums Association

About This Position:

Do you believe in the transformational power of museums? Are you passionate about the revitalization and enhancement of Indigenous languages, arts, and culture in British Columbia? Do you want the opportunity to travel the province, connect with communities, and build new relationships? We are looking for someone with a passion for museums and Indigenous culture to join our team as an Indigenous Engagement Coordinator.

The BC Museums Association (BCMA), the Royal BC Museum and the First Peoples' Cultural Council (FPCC) are committed to the revitalization and enhancement of Indigenous languages, arts, and cultures in B.C. and recognize that living expressions of Indigenous identities are integral to the health and well-being of First Nations and all British Columbians.

The above organizations have partnered on the creation of a new Indigenous Engagement Coordinator (IEC) position, one (1) full-time, temporary position available from November 2019 until March 2021 with the possibility of extension.

Compensation & Working Conditions:

The BCMA and Royal BC Museum is located in Victoria on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples, however, we welcome candidates from all areas of BC and we have systems in place to accommodate remote work. Travel throughout BC will be required regularly throughout the term.

This position has an annual salary of \$50,000. In addition to standard statutory benefits, the Indigenous Engagement Coordinator will also receive modest contributions for health benefits and professional development.

The Indigenous Engagement Coordinator will be employed by the BCMA and will report to the BCMA's Executive Director, but will spend 50% of their week collaborating with the Exhibitions team of the Royal BC Museum working under the guidance of the Royal BC Museum's Touring Exhibitions Coordinator.

Key Responsibilities:

Working with the BCMA staff, Council, and Indigenous Advisory Committee, responsibilities will include, but may not be limited to:

- Developing cultural competency and collaboration materials and programming that could include website content, tip sheets, educational webinars and podcasts, among other means of information dissemination for sharing knowledge and exchanging between cultures.
- Developing and implementing other outreach activities with Indigenous groups and other cultural institutions, in particular helping to form a bridge for building such partnerships throughout BC.
- Engaging in partnership with Indigenous stakeholders to inform BCMA policies and programs.
- Building relationships, cultivating partnerships and encouraging collaborations throughout the community.
- Developing and assisting with funding applications to support new initiatives related to Indigenous Engagement
- Outreach to Indigenous cultural centres and non-Indigenous museums, providing advisory services as needed.
- Supporting the Indigenous Advisory Committee (such as through coordinating meetings and providing follow-up support for committee activities, among others).

Working under the guidance of the Royal BC Museum's Touring Exhibitions Coordinator, the IEC will provide outreach services for the *Our Living Languages* travelling exhibition, including, but not limited to:

- Develop a workplan with timelines and achievable deliverables and outcomes.
- Make contact and liaise with Indigenous communities, and museums, cultural and interpretive centres in British Columbia to schedule bookings for the three touring copies of the *Our Living Languages* travelling exhibition.
- Act as the coordinator for all aspects of the project, including research, travel, preparation of materials for meetings and for public distribution, as well as the final report to funders.
- Provide information to and liaise with all stakeholders, including both internal and external, including speaking engagements and media as required.
- Liaise and coordinate the program to ensure the input of all stakeholders is considered throughout the project
- Travel within British Columbia and possibly Canada as required to fulfill the requirements of the project
- Working with FPCC and Royal BC Museum, develop an Indigenous languages outreach kit for the use in conjunction with the travelling exhibition by indigenous communities and museums.
- Consult with subject matter specialists, particularly FPCC, as required.
- Prepare reports, as required to the BCMA Executive Director and the Royal BC Museum Head of Exhibitions.

- Manage multiple tasks with changing priorities and present information and issues in a clear and concise manner.
- Other duties as assigned.

Knowledge, Skills, & Experience:

We encourage applicants with diverse ranges and forms of experience to apply for this position. Relevant experience and skills could include, but are not limited to:

- Comfort with event planning and travel coordination
- Knowledge of cross-cultural issues and ability to facilitate
- Indigenous cultural competency training
- Proven experience working with Indigenous communities with first-hand knowledge of Indigenous cultures, practices, and issues
- Excellent communications and interpersonal skills
- Experience and ease in public speaking, presentations and facilitation
- Conscientious about following a budget and keeping administrative documentation such as contracts, invoices and reports
- Astute and culturally sensitive, pro-active and self-motivated, personable and team oriented
- Project management experience
- Tactical, efficient, politically astute, resourceful, practical
- Ability to tell effective stories and connect with communities
- Superior oral and communication skills
- Ability to manage multiple tasks with changing priorities
- Ability to work within a team environment and within defined time lines
- Routine overnight travel
- Proficiency in Microsoft Office software an asset
- Ability to present information and issues in a clear and concise manner.
- Effective interpersonal skills;
- Ability to work within a team environment and within defined time lines.
- Occasional heavy lifting of up to 50 pounds, though accommodations can be made as needed

Preference will be given to a qualified individual of Indigenous descent.

A Criminal Record Check (CRC) will be required.

A valid BC Driver's license will be required.



How to Apply:

Please email a cover letter and resume to bcma@museumsassn.bc.ca by 11:59 pm (PST) on Friday, December 6, 2019 with a subject line containing the words “Indigenous Engagement Coordinator Application.”

Anticipated Start Date:

We would like to enable the successful candidate to start as early as possible, but depending on candidate availability, can accommodate a start date as late as January 2020.

