

Nattilik Heritage Centre

MANAGER

Closing date: Friday, April 27, 2018, 5:00 pm MDT

The successful applicant must have: demonstrated leadership and management ability; good writing, presentation and computer skills (Powerpoint, Word, Excel); strong interpersonal and oral communication skills; strong financial management experience/ability; strong English language skills; criminal record check.

Experience, knowledge of and/or training in the following will be considered an advantage: museum/heritage/cultural sector management; arts; Inuit culture/Heritage Interpretation/Educational programming; accounting; strong knowledge of Territorial/Federal funding programs; Inuktitut, oral and written.

Duties & Responsibilities: manage all operation of the Nattilik Heritage Centre in the Hamlet of Gjoa Haven, NU, including the arts retail initiative; Inuit culture programming and exhibitions; heritage interpretation and educational programming; arts and traditional skills mentoring; visitor services; curatorial services and supervision of associated staff; administers various annual funding agreements, including development of related proposals, and works collaboratively with Federal, Territorial, Municipal and NGO personnel, including Parks Canada staff, on an ongoing basis; manages financial operations and provides monthly financial/operating reports to and takes strategic direction from the Board of Directors of the Nattilik Heritage Society.

Currently a part-time position with full-time subject to additional funding. Accommodations allowance/housing are not presently available.

Please submit your application to the Nattilik Heritage Centre at:

P.O. Box 215, Gjoa Haven, NU X0B 1J0

Or via email to Ed Stewart at:

ed.stewart.122@gmail.com

For further information contact Ed Stewart via email or at 709-425-4250 or Jacob Keanik at 867-360-6035 or nhs2015president@gmail.com