

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Curator and Indigenous Collections Specialist
<u>Department:</u>	Dän K'e (Our Way) Language and Culture
<u>Supervisor:</u>	Cultural Education Manager
<u>Date:</u>	September 1, 2020
<u>Wage Level:</u>	7
<u>Status:</u>	Regular Full-Time

A. Job Summary:

Under the direction of the Cultural Education Manager, the Curator and Indigenous Collections Specialist is responsible for developing and implementing a Dan K'e approach to Collections Management and Exhibit Development. This position is responsible for documenting, researching, and managing the CAFN's collections. This includes cataloguing, significant assessment, storage, objects movements, object research, display installation, record photography, procurement, promotion, and all aspects of collection documentation. Planning, organizing, and participating in the design of exhibit displays and special projects of the Da Kų Cultural Centre Dakwākāda and other CAFN communities, utilizing design techniques to produce desired visual effect and educational messages, and performing other related duties as required.

B. Main Duties:

1. Supports the development and maintenance of the CAFN collections in terms of housing, storage, exhibition mounting, and preventive conservation by:
 - documenting collections and cataloguing, preparing condition reports, storing items, and keeping accurate records as objects come into the collections.
 - developing and managing a records management system for all collection objects in a standardized system that includes detailed descriptions, recommendations for conservation treatment if necessary, and storage area.
 - inputting into and updating the collections database, online access, accessioning and de-accessioning, condition reports and loan agreements.
 - performing archival research on collection materials and/or artifacts for inclusion in records and databases including research in coordination with curators and director.
 - maintaining an inventory of Southern Tutchone material culture held by other institutions both within the Yukon and outside institutions.
 - preserving and storing items in a conservation manner appropriate for the object by labeling individual items in protective containers and ensuring proper environmental conditions are maintained.

- developing policies that will ensure proper care and Dan K'e approaches of the Collections and best practices for cultural acquisitions and artwork as well as assessing gaps in the CAFN collections.
 - liaising with curators, other collections experts as well as CAFN citizens and community members to document history, contextual significance, traditional and cultural knowledge of pieces within the CAFN collections.
 - developing an inventory of traditional technology and other material cultural items and engage with Elders, community members and artisans to develop reproductions of items identified as priorities.
 - liaising with community members and others as donations and purchases are made.
 - developing and delivering educational programs for citizens to assist in the care and preservation and proper storage of family heirlooms and items of special significance.
2. Maintains and cares for CAFN exhibit spaces by:
- monitoring conservation of objects, and handling of cabinetry to follow proper conservation methods.
 - maintaining ongoing plan and managing the changing exhibit space in collaboration with the Language, Culture and Heritage Advisory Committee (LCHAC) and staff to select themes for future exhibits.
 - taking direction from the LCHAC regarding acquisitions, purchases, and repatriation of items.
 - coordinating the development of new exhibits.
 - ensuring relevant and stimulating exhibits are provided.
 - assisting in the construction by making mounts and designs.
 - maintaining a security control system for the collections room, collections workroom, exhibit room, and temporary exhibit room.
 - seeking funding and writing proposals for new exhibits.
 - supervising contractors, summer students, and casual staff.
3. Assists other Da Kų Cultural Centre staff in searching for and developing program material for educational purposes by:
- liaising with and negotiating loans and collections materials with other institutions, museums, and governments.
 - supervising casual staff and contractors, as required, to ensure project specific goals and objectives are met.
 - assisting with curation and installations to enhance CAFN hosted programming, seasonal, and special events at Da Kų Cultural Centre.
4. Performs other duties such as:
- providing input regarding budgetary requirements, tracking revenues and expenditures, and preparing financial reports for external funding projects.
 - liaising with a diverse range of internal and external contacts to keep abreast of trends, issues, and activities.
 - participating and representing the department on relevant boards, committees, hearings, conferences, and other gatherings, as required.
 - attending CAFN organizational, internal, and external meetings for technical information and guidance, as requested by the supervisor.

C. Job Knowledge and Skills:

Education and Experience:

Diploma in a discipline appropriate to museums, such as museum management, curatorial, cultural resource management, collections management, archival studies, and conservation or related field. Considerable experience in the management of museum collections and exhibition design are required. Proficiency in MS Office is required. Experience using a collection database would be an asset. An equivalent combination of education, training, and/or experience may be considered.

Job Knowledge:

- Knowledge of CAFN culture, values, and traditions
- Knowledge of Yukon First Nations cultural material and traditional knowledge
- Knowledge of museum and cultural centre agencies within Yukon and Canada
- Knowledge of standards and practices related to museum collections and museum policies and procedures
- Knowledge of art and art history including identification of specific types of art works
- Basic knowledge of financial processes and procedures

Management Skills:

- Ability to mentor students, including organizing, prioritizing, and scheduling work assignments
- Ability to manage a project in a specific time frame, with multiple people
- Ability to work with minimal supervision
- Strong project management and organizational skills

Specific Skills:

- Computer skills: MS Office and database management skills
- Artistic design, creativity, and flexibility
- Ability to create, compose, and edit written material
- Ability to gather data, compile information, and prepare reports and grant applications
- Excellent research skills including archival, technical, and personal interviews
- Ability to manufacture simple conservation storage containers as necessary
- Excellent visual communication skills such as skill in drawing and reading scale drawings
- Ability to digitally plan exhibits and design, create and install mounts for exhibits, including organizing museum exhibits
- Ability to use a digital equipment
- Ability to identify and secure alternative funding/revenue sources

Interpersonal Skills:

- Ability to communicate effectively and establish relationships with Elders, artists, community members and Heritage and/or museum professionals
- Strong decision making and problem-solving skills
- Good listening skills and attention to detail

- Good independent judgement, analytical thinking, and ability to stay calm in urgent or unique situations
- Ability to foster a cooperative work environment

D. Decision Making:

Goals, objectives, and expectations are established by the Director of Language and Culture. Working in collaboration with the Director, activities are subject to a work plan and schedule, and this position works independently and with minimal supervision to achieve those tasks within expected timelines. This position must exercise good judgment in determining which artifacts and exhibits to procure, type of design, and projection. The incumbent seeks guidance from the LCHAC regarding acquisitions, purchases, and repatriation of items. Recommendations on standards and practices related to museum collections, and on museum policies, practices and procedures are made to the Director and/or the LCHAC.

E. Impact/Accountability:

The Collections are a legacy for future generations. Personal and private collections may be deposited in the care of the Collections Storage and this position is accountable for the safety and security of those individuals' personal property. The activities of the position directly impact on the quality of services provided to Citizens, staff, and the reputation of CAFN. The incumbent will leave a lasting impression about CAFN culture and heritage with effective relationship management.

F. Positions Supervised:

- Contractors and consultants as required
- Project term employees as required
- Summer students, casual and/or seasonal staff as required

G. Working Conditions:

This position is located in a normal office and/or museum environment. It will be based in Haines Junction, but the incumbent may be required to travel within and outside of the Yukon to collect items and/or meet with museum professionals.

There is some overtime required during critical periods such as festivals and events, which may require working on several projects at once. Working evenings and weekends may be required to meet critical deadlines.

The incumbent may have to work with people with different social values and cultural backgrounds. This position may be stressful at times. Handling of average-weight objects up to 25 lbs.

H. Conditions of Employment:

- Criminal Record Check.
- Valid Yukon Class 5 driver's license would be asset.
- Willing and able to travel within Yukon communities, and outside Yukon as requested.
- Willingness to work variable hours, including evenings and weekends, as required.
- Ability to lift and carry objects such as exhibits, artifacts, cultural objects, supplies, equipment, laptops, etc.
- Mandatory confidentiality is a condition of employment for all CAFN personnel.
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job 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.

Director, Human Resources

Date

Senior Director, Citizen Services

Date

Director, Language and Culture

Date

Employee

Date