

CHAMPAGNE and AISHIHIK FIRST NATIONS

<b><u>Identification:</u></b>	Cultural Education Manager
<b><u>Department:</u></b>	Dän K'e (Our Way) Language & Culture
<b><u>Supervisor:</u></b>	Director
<b><u>Date:</u></b>	July 21, 2020
<b><u>Wage Level:</u></b>	9
<b><u>Status:</u></b>	Regular Full-Time

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A. **Job Summary:**

Reporting to the Director of Language and Culture, this position is responsible for overseeing the development and delivery of cultural and community programs, projects, exhibits and associated policies and procurement of exhibition pieces for the Da Kų Cultural Centre Dakwākāda. A primary function of this position is also to develop funding applications and proposals, including budgets related to cultural projects, programs, heritage displays, and exhibits within CAFN. The Manager will ensure that CAFN programs reflect all stages of life – child, youth, adult and elder. The position is responsible for ensuring various relationships are established and maintained, and for liaising within the community.

B. **Main Duties:**

1. Provides leadership and support to the program by:
  - collaborating with the Director of Language and Culture to promote programs, plans, and activities that align with CAFN's vision.
  - developing, planning and coordinating significant operational initiatives to advance the identity of Da Kų Cultural Centre Dakwākāda as a cultural centre within the territory through development of a variety of projects, exhibitions and initiatives.
  - assisting in work planning, project coordination and delivery, exhibit management and participating in project teams.
  - engaging with and responding to community needs, priorities, and evaluating programming to determine the most appropriate design of projects and exhibits.
  - participating in multi-stakeholder partnerships, advising, facilitating and assisting in the development and implementation of cultural and community programs and exhibitions at the Da Kų Cultural Centre Dakwākāda to ensure that program, interpretive and exhibition objectives are effectively met.
  - fostering and maintaining positive and respectful communications and relationships with government officials, non-governmental/community organizations (i.e. Council of Yukon First Nations), and Yukon First Nations to advance cultural industries, pursuits and economies in Yukon.
  - Supporting the growth and capacity development of Da Kų Cultural Centre Dakwākāda by developing and negotiating funding proposals, based on the strategic plan and direction from the Director of Language and Culture that aligns with Council priorities that will create cultural programming and

- exhibits that meet the needs of the community.
  - collaborating with the Director and the Cultural Centre Programmer on preparing and managing budgets for programs as assigned, and preparing schedules for specific projects, including annual work plans, staff performance, goal setting, and staff training.
  - collaborating with other departments in CAFN to identify program synergy opportunities.
  - assisting staff members with day-to-day operational issues as required.
  - establishing performance indicators to ensure overall objectives are met.
  - ensuring program resources are in place when required (people, material, space etc.)
2. Provides leadership and support to the team by:
- directing and supervising the day-to-day provisions of staff and program services to achieve its objectives.
  - working with the staff to streamline and simplify their roles to ensure they are focusing on the areas that make the greatest impact to citizens and the general public.
  - coaching, mentoring, and supporting staff to ensure specific projects related to cultural programming and heritage resources are met.
  - planning, developing, and implementing strategies, and allocating, evaluating, and coordinating work projects for staff.
  - identifying training and development needs and resolving day-to-day issues; and
  - managing staff performance including completion of Employee Performance Evaluations.
3. Performs other duties such as:
- responding to inquiries from citizens, staff, or leadership.
  - performing special projects in support of the Director and ensuring that research or background information is provided to the Director as requested.
  - participating in various Department of Language and Culture meetings and activities, and attending courses, workshops, training as requested.
  - participating and representing the Department on relevant boards and committees as required.
  - attending CAFN organizational, internal and external, meetings for technical information and guidance as requested by supervisor
  - working harmoniously with the Human Resources department on all staff matters.
  - acting as the Director of Language and Culture when required.

**C. Job Knowledge and Skills:**

**Education and Experience:**

Diploma in Cultural Resource Management, anthropology/archaeology, museums studies, First Nations studies, or a related field along with considerable experience in project or program management, preferably in collection management and development of exhibits/collections and/or cultural programming. Experience managing human and financial resources is required. Research and report writing skills are essential. Those with 2-3 years of relevant training and/or experience may be equally considered.

**Job Knowledge:**

- Knowledge of language revitalization and adult education principles
- Knowledge of CAFN history, culture, demographics, goals, and aspirations
- Knowledge of First Nation, Territorial & Federal Government programs, structures, and systems, including funding sources and regulatory requirements
- Knowledge of relevant territorial legislation, policies, and procedures
- Knowledge of the Umbrella Final Agreement (UFA), Self-Government Agreements (SGA) and First Nations Final Agreements (FNFA) and related agreements
- Knowledge of CAFN human resources and financial management policies and procedures, including developing work plans based on budgets

**Management Skills:**

- Ability to develop, assess and evaluate policies and procedures to meet departmental goals and objectives
- Possess excellent project and financial management skills
- Ability to motivate, mentor, supervise and evaluate staff
- Ability to organize, coordinate, and schedule tasks to meet critical deadlines
- Ability to make decisions and solve problems

**Specific Skills:**

- Ability to use Microsoft Office applications (Word, Outlook, Excel, and Internet)
- Proficient in the use of databases and information systems
- Ability to research, analyse, and synthesize a wide variety of documents and information
- Possess well-developed oral and written communication skills, including report writing
- Ability to write funding proposals, manage, and evaluate proposal driven projects
- Ability to negotiate terms of project contracts
- Ability to work in a team environment
- Ability to receive feedback and guidance from Elders and other community members

**Interpersonal Skills:**

- Good presentation skills when preparing and delivering workshops
- Ability to deal effectively with contacts from outside the organization
- Ability to enforce policy with tact and diplomacy
- Ability to gain cooperation of others in resolving problems
- Conflict resolution and problem-solving skills

**D. Decision Making:**

Objectives for this position are developed in conjunction with the Director, who provides direction and operational guidance for this position through strategic planning, approved budgets, work plans, policies, and

procedural directives. The position's ability to adapt and modify plans effectively will reflect positively on the image of the Cultural Centre and CAFN.

The incumbent is expected to work independently to ensure that the objectives of their programs are achieved. They are often required to be creative and innovative when solving problems, and to find ways to incorporate traditional concepts and/or philosophies into the problem-solving approach and resolution.

The nature of problems to be solved by the incumbent range from straight forward to complex issues with no precedence for guidance.

**E. Impact/Accountability:**

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 culture within the Da Ku Cultural Centre Dakwākāda and CAFN. This position is responsible for the successful development, implementation and monitoring of cultural and community projects and related work plans and budgets. The position is also expected to develop successful applications, proposals, and budgets as well as access funding for cultural and community projects, based on strategic and annual plans and CAFN priorities.

Appropriate staff supervision ensures that project strategies, plans and initiatives are in place and that projects have a positive impact on client and community needs and issues.

**F. Positions Supervised:**

- Cultural Centre Programmer
- Collection Officer/Exhibit Designer
- Contractors and consultants as required
- Project term employees as required
- Summer students, casual and/or seasonal staff

**G. Working Conditions:**

This position is located in a normal office environment. It will be based in Haines Junction, but the incumbent is expected to travel to CAFN communities to attend meetings, give presentations, offer workshops, as well as work in the field and camps for data collection and evaluation, as required.

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. This position may be stressful at times.

**H. Conditions of Employment:**

- Criminal Record Check.
- Valid Yukon Class 5 driver's license.
- Standard First Aid and CPR or willingness to obtain.
- Willing and able to travel to other CAFN communities

- Willingness to work variable hours, including evenings and weekends.
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- Ability to lift and carry light-weight objects such as supplies, equipment, laptops, etc.
- 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.



HR Director

Nov 20/23

Date



Director, Language and Culture

Nov 20/2023

Date

Employee

Date

