

- Two years of experience working on a collections management database, preferably as a systems administrator or super user
- Excellent skills in team leadership in a complex environment
- Excellent organizational and interpersonal skills
- Ability to assemble and evaluate budgets and statistics
- Ability to organize and express information in clear, logical sequence
- Knowledge of James Bay Cree history and familiarity with Cree culture an asset
- Excellent speaking and writing skills in English, with French being a definite asset
- Fluency in Cree with the ability to communicate in both of Canada's official languages is a significant asset

PRINCIPAL RESPONSIBILITIES

- Supervises staff in the Collections and Exhibitions department section of the Programs Department
- Organize workloads, develop work plans, effectively prioritize, project budgets and schedules.
- Assist the Director of Programs in the development and maintenance of budgets
- Coordinate the work of the curator, conservator, archivist, librarian, collections officer/ registrar and other temporarily contracted employees.
- Coordinate editing, design, and production of Exhibition related interpretive materials with other museum departments.
- Develop, in collaboration with Director of Programs and Education staff, lectures, symposia, film, visual art, and music series and other public programs in conjunction with temporary exhibitions and permanent collections displays.
- Acts as systems administrator for the collections management system and supervises staff in its use, writes procedures and work flows relating to the collections management system, develops reports
- Ensures the proper management of the collections including acquisitions, accessioning, cataloguing, exhibit rotation and other related duties.
- Responsible for management of loans to the museum from museums, organizations and individuals.
- Responsible for management of loans out.
- Responsible for overseeing the work of the Conservator to ensure the overall care and maintenance of the museum collections
- Oversees the development of the schedules for bi-annual exhibition rotations
- Holds regular team meetings and ensures that team workplans are updated on a quarterly basis.
- Works with Facilities Manager and Conservator to monitor the conditions of the collection items on exhibit and the environmental conditions of the exhibits and the technical areas.
- Works with the Facilities Manager to ensure the security of the collections in storage and on display.

- Coordinates access to collections as required for workshops, visitors or other educational programming that require access to the collection and the exhibitions.
- Coordinating orders of supplies for collections activities.
- In collaboration with Programs staff, assists with developing collections related research plans and proposals for programs, grants and activities.
- Preparation of operational reports to communicate performance and activities related to Aanischaaukamikw's collections for the ACCI annual report and Board.
- Attends staff meetings and make collections related presentations to the management team and Board of Directors as required.
- Conducts training, as needed for staff and community members on collections related subjects.
- Assists with career development and mentoring opportunities for Collections and Exhibitions staff.
- Collaborates with other cultural organizations on joint projects and works to develop effective partnerships within the region, province, country and internationally.
- Writes collections related grant applications and seeks external sources of funding for collections based projects.
- Any other responsibilities and tasks assigned by the Director of Programs as they relate to Collections and Exhibitions.

PERSONAL CHARACTERISTICS

- Self-confidence, optimism, persistence, and stamina
- A disciplined, multi-faceted and organized individual with the personal flexibility to deal simultaneously with a variety of situations
- Commitment to working in a participatory, team-based environment
- Strong attention to detail
- Ability to work under tight deadlines
- Strong editorial and writing skills and an understanding of different audiences
- Excellent computer skills, including familiarity with digital formats, and collections database systems administration
- Basic graphic design skills
- Ability to build positive relationships with the organization's partners and supporters
- An open, friendly communicator with superior interpersonal skills

SALARY AND WORKING CONDITIONS

- Full Time: 35 hours per week
- 1 year contract position, with the possibility of extension
- Salary based on ACCI salary scale, relevant experience and education

Please send your application and curriculum vitae via regular mail, fax or email by *Friday July 7, 2017 at 5:00 pm* to the following address:

Rob Imrie
Director of Programs
Aanischaaukamikw Cree Cultural Institute
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Ouje-Bougoumou, Quebec
G0W 3C0

Tel: 418-745-2444 Ext. 2101

Fax: 418-745-2324

Email: rob.imrie@creeculture.ca

We thank everyone that applies, but only the chosen candidates for an interview will be contacted.