



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director, Culture and Heritage	
Position Number	Community	Division/Region
71-1998	Yellowknife	Culture and Heritage/HQ

PURPOSE OF THE POSITION

The Director, Culture and Heritage is responsible and accountable for executive leadership of the Culture and Heritage Division programs in accordance with policy direction and legislative requirements established by the Department of Education, Culture, and Employment. This position is responsible for the oversight and direction of programs designed to preserve and promote cultural heritage and arts, for the enrichment, and enjoyment of the people of the Northwest Territories (NWT) and visitors from around the world. A significant responsibility within the division is the administration of the Prince of Wales Northern Heritage Centre, which acts as the territorial museum, as well as housing the NWT Archives and divisional offices.

SCOPE

Reporting to the Assistant Deputy Minister, Education and Culture, the Director of Culture and Heritage (Director) is located in Yellowknife and is responsible for strategically directing the programs related to the collection, preservation, and showcasing of NWT arts, culture and heritage.

The Director is responsible for the Prince of Wales Northern Heritage Centre (PWNHC) in Yellowknife, established in 1979 to protect, preserve and showcase the archaeological, cultural, artistic, and archival history of the NWT. The PWNHC houses all archaeological objects found within the territory. The museum collection contains over 77,000 objects, artifacts and specimens of human and natural history from all geographic regions of the NWT.

While many of the objects are irreplaceable, the museum collections are valued at over \$18M. The NWT Archives collection holds the records of permanent value of the GNWT as well as records of significance to the history of the NWT. The archival collection is valued over \$27M.



This position requires the incumbent to have knowledge about museology, archaeology, archives, collections management, and about how to present information about culture and heritage to the public. The job requires an understanding of how to work with NWT Indigenous and other communities on culture and heritage programs. The Director is expected to be able to lend expertise on Culture and Heritage management matters to other Government of the Northwest Territories (GNWT) initiatives such as land management issues, Indigenous self-government agreements, and Climate Change impacts.

This position is responsible for ensuring that programs respond to the GNWT commitments under the *Historical Resources Act*, *Archaeological Sites Act*, and *Archives Act*.

The Director works within an NWT legislative framework including the Access to Information and Protection of *Privacy Act* (both operationally, and as applied to NWT Archives operations), and the *Official Languages Act*. The Director ensures that divisional programs are aligned with the GNWT Heritage Services Policy (71.05), NWT Arts Council Policy (71.02), Northwest Territories Archives Policy (71.06) Collections Disposal Policy (71.07), and the Geographical and Community Names Policy (71.09).

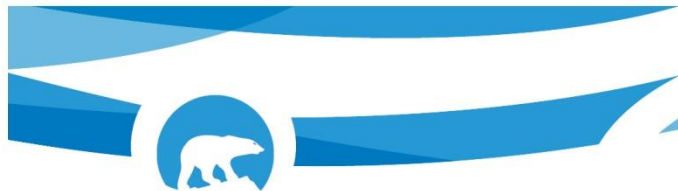
The Director also must be aware of and work within relevant federal legislation regarding heritage management such the *Firearms Act*, the *Canadian Environmental Assessment Act*, the *Mackenzie Valley Resource Management Act*, *Cultural Property Export and Import Act*, *Canadian Copyright Act*, all land claim settlements and Indigenous self-government acts relevant to the NWT. The *Firearms Act* and the *Migratory Birds Convention Act* are relevant for the proper management of the museum collections.

As the senior supervisor at the PWNHC worksite, the director is legally responsible for all worker safety according to the NWT Safety Act, Occupational Health and Safety Regulations.

The worksite includes a carpentry workshop, a full kitchen, a conservation laboratory, boiler room, storage spaces, and other building systems that could pose risks to staff. A divisional staff member is stationed in Inuvik, and archives staff work full time in the Yellowknife Department of Infrastructure Warehouse.

The Director is responsible for leading the development of strategic interdepartmental culture and heritage initiatives such as Strong Cultures, Strong Territory: GNWT Culture and Heritage Strategic Framework, the GNWT Culture and Heritage Action Plan, and the NWT Arts Strategy.

The PWNHC is a busy, public facility, which can host on average 200 visitors a day. The director must oversee and coordinate partnerships with contractors and stakeholders on building operations, such as the operation of the museum café; the contract for the custodial work; landscaping contracts; and other maintenance and repairs.



The Director acts as the public face to the institution; they are often called upon to be a media spokesperson for special events, and to greet and tour visiting dignitaries.

Areas of responsibility in the division include:

Administration and Maintenance (Director + 1 Assistant Director + 1 Manager + 4 staff + 6 relief staff)

Provide for the administration and operations of the Prince of Wales Northern Heritage Centre building and visitor services. These operations include building security, facility rentals, building maintenance, capital planning, minor repairs, and emergency response. Ensure that specific industry-standard conditions (humidity, heat, etc.) are met for protection of collections.

Community Cultural Development (Manager + 1 staff)

Administration of a suite of funding contributions programs to support NWT Heritage Centres, Indigenous Cultural Organizations, and Arts Organizations. Administration of the NWT Arts Council operations is provided, along with the processing and distribution of grants juried by the Council.

Exhibit Design (Manager + 1 staff)

Administers the design and manufacture of museum exhibits, to present the history, art, culture and heritage of the Northwest Territories (NWT) through permanent, temporary, traveling and on-line exhibits. This work plays an important role in the education and enjoyment of visitors locally and around the world.

Heritage Education and Public Programs (Manager)

Provide a range of public programs and educational services which are created and delivered by divisional staff. Activities include programs for NWT school groups, tours for visitors, public programs, and other special events. Create, organize, and/or deliver a variety of learning and outreach programs, in both English and French.

Museum Collections Management and Conservation (Manager + 3 staff)

Oversee the development, research, and the overall management of the permanent museum collection. Provide for the acquisition, documentation, and preservation of collections. Ensure that collections objects are made available to the public (through exhibits and outreach), as well as making collections available to researchers. Professional conservation activities ensure the safety and integrity of objects.

NWT Archives (Program Manager + 2 managers + 4 staff)

Fulfilment of GNWT legal responsibilities to acquire and manage records as stipulated in the Archives act. Plays an integral role in corporate records management regarding final disposition of as the final repository for government records. Acquires and preserves records of significance regarding the history of NWT from non-government sources.



NWT Cultural Places Program (Manager + 4 staff)

Fulfilment of GNWT legal responsibilities to oversee and manage programs and services to protect and regulate heritage resources in the NWT, including the administration of the geographic place names process and registry. Activities include research and monitoring of archaeological sites; administration of the archaeological permitting system; providing expertise to GNWT bodies with respect to heritage protection; participation in environmental assessment proceedings involving heritage resource issues; and the design and execution of community-based archaeological research projects.

DIMENSIONS

- Reporting Positions:
 - 7 direct reports (4 managers, 1 assistant director)
 - 24 indirect reports (9 managers, 6 relief staff)
- Overall budget of \$6.9M
- Compensation & Benefits \$3.6M
- Operations & Maintenance \$0.3M
- Managed Assets Value of PWNHC and contents \$52.4M
- Grants & Contributions \$2M

RESPONSIBILITIES

1. Provide leadership, direction, and subject matter expertise on all culture and heritage programs. Provide strategic and technical advice to the Department of ECE and other GNWT departments and agencies on matters related to heritage, arts, museums, collections, and related fields.
2. Provide direction to ensure overall cohesion between distinct programs (exhibit design; education and public programs; conservation; collections; archives; community cultural development; and building operations and security) to ensure all functions are working together toward the same goals.
3. Provide leadership and final decision-making for acquisition, loan, and recommendations for disposal of objects held at the PWNHC. Responsible for ensuring the safety, integrity, and security of museum, archives, and education collections.
4. Direct and oversee public communications about events and projects to ensure clear and strategic messaging. Ensure that results, projects and activities are shared with the public and that CH programs are properly serving the public.
5. Ensure that proper engagement with Indigenous communities is done in undertaking Culture and Heritage programs and activities.



6. Create a vision for the division and ensure that public offerings at the PWNHC are aligned with this vision and are delivered within the policies of the GNWT.
7. Travel to other NWT communities for various engagements, meetings, and outreach activities as related to other responsibilities.
8. Oversee the operations and maintenance of PWNHC building. Ensure that capital needs are identified and brought forward to the ECE Capital Planner. Ensure that special systems to maintain proper collections care and visitor access are considered in all projects. Work with other departments and external contractors to coordinate and manage building work.
9. Ensure that there is a preventative maintenance program for systems at the PWNHC.
10. Oversee and direct security operations to ensure safety and security of the building, contents, and people. This includes overseeing security policies, procedures, training, and information technology.
11. Responsible for ensuring that the NWT Archives operations meet the requirements of the *Archives Act* and function within professional archival standards.
12. Advocate for relevant aspects of the GNWT records management process to operate within the parameters of the *Archives Act*.
13. Provide strategic direction and oversight to all programs related to heritage protection and management, and geographic place names programs.
14. Provide oversight and is accountable for the delivery of all culture, heritage and arts funding programs delivered by the Culture and Heritage division. The Director is responsible for the delivery of advice and financial support to culture and heritage institutions, indigenous governments, and other stakeholders.
15. Lead the management of contribution agreements, grants and other financial arrangements with Heritage Centres, Indigenous Cultural Institutions, Arts Organizations, and applicants to arts granting programs.
16. Lead the development of strong, effective partnerships and alliances GNWT Departments, Indigenous Governments and Organizations, the private sector, and other stakeholders and partners, and provides inter-departmental and external public relations.
17. Host VIP visitors to the PWNHC and provide tours, represent department at openings and various speaking engagements and events.



18. Lead the development and monitoring of strategic initiatives to support the Department's mission and goals.
19. Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies, and agreements, including performance measures and reporting requirements.
20. Provide senior level expertise, advice and strategic recommendations to the Deputy Minister and Assistant Deputy Minister on legislation, policies and strategic initiatives related to culture and heritage protection, geographic place names, archival records management, arts and culture funding programs, and museum operations. This includes Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence, and reports.
21. Lead the Division's strategic and fiscal planning, including the development of annual priorities and operating plans, main and capital estimates, monitoring and forecasting of expenditures, variance reporting, year-end activities and contracting functions, disbursement of grants and contributions.
22. Contribute to the Department's strategic and fiscal planning including the development of business and capital plans.
23. Lead the Division's human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning.
24. Represent the Department on the Federal/Provincial/Territorial Culture and Heritage Table. Oversees staff participation at various professional and intergovernmental committees and tables, which may include travel.
25. Participate as a member of the Department's senior management team.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.



Mental Demands

The work involves frequent interruptions, travel, requirements to meet client and ministerial deadlines, multiple and conflicting tasks combined with the need to give attention to detail.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of museum education and public programming
- Knowledge of the museum and heritage fields, including standards of practice, ethical codes, and current issues.
- Knowledge of collections management and collections conservation concepts.
- Knowledge of national and territorial legislation with regards to heritage protection and management.
- Knowledge of Indigenous issues with respect to heritage management and ownership.
- Knowledge of the NWT social and political environment.
- Knowledge of strategic planning, budgeting, and program management.
- Knowledge of human resource, financial, and operational management practices
- Oral communication skills, including interviews with media, experience with public speaking and giving presentations to a wide variety of audiences.
- Written communication skills and ability to express complicated details in plain language for public communication (exhibit materials) as well as briefing notes, reports and publications for a wide variety of audiences.
- Interpersonal skills to work effectively with various internal and external partners, as well as the general public.
- Human resources skills to manage the needs and opinions of a large staff dedicated to their jobs.
- Strategic thinking skills and judgement, as well as demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Skill to manage large and small projects from pre-planning to implementation and evaluation.
- Abilities to work in cross-cultural environments and understand different points of view with regards to culture and heritage management.
- Ability to build and maintain excellent working relationships with colleagues in the GNWT, in the federal government, within Indigenous governments, with those in other jurisdictions, and colleagues outside of government.
- Ability to be diplomatic and sensitive in bringing together disparate views.
- Ability to lead a multi-faceted, professional team.
- Ability to effectively represent the GNWT accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Ability to act independently and anticipate issues and needs to provide support to staff, partners and stakeholders.
- Ability to make effective decisions that may involve weighing contradictory needs.



- Ability to set priorities for the unit that balance political, social and institutional needs.
- Ability to work under pressure and effectively delegate in an environment with compressed deadlines and multiple deliverables.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The completion of an advanced post-secondary degree in a field related to anthropology, history, or museology, and a minimum of ten (10) years of experience working in a museum or archival institution, including at least four (4) years at a managerial level in a complex organization.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred