



## Manager

Organization	Northern Life Museum and Cultural Centre
Job Type	Full Time, Permanent
Language Required	English
Location	Fort Smith, NT
Application Deadline	September 16, 2020
Job Start Date	TBD
Date Posted	August 19, 2020
Email	<a href="mailto:admin@nlmcc.ca">admin@nlmcc.ca</a>
Website	<a href="http://www.nlmcc.ca">www.nlmcc.ca</a>
About Fort Smith	<a href="https://www.fortsmith.ca/">https://www.fortsmith.ca/</a>
Salary	A competitive compensation package will be offered.

## Job Description

**Reports to:** Board of Directors

**Direct reports:** Program & Events Coordinator & Curatorial Assistant and a Curator

## THE ORGANIZATION

Located in the town of Fort Smith, the Northern Life Museum and Cultural Center (NLMCC) is legally registered under the NORTHERN ANTHROPOLOGICAL & CULTURAL SOCIETY which is a non-profit organization funded through various agencies of the Territorial, Federal and Municipal governments. Our beautiful and centrally located facility and grounds holds what is considered among the best collection of northern native and early white settlement material in Canada. Our

collection is comprised of over 17,000 artifacts including traditional work of the Inuit, Inuvialuit, Dene, and Metis, as well as mission, trade, pioneer, and portage items. Displays include a reconstructed trapper's cabin, trading post, natural diorama, beautiful beadwork and clothing, birch bark canoe and a hands-on exhibit of the fur trade. Our natural history exhibit offers the opportunity to view specimens such as the endangered whooping crane, birds of prey and wood bison at close range.

## **THE POSITION**

This is a rare and exciting opportunity in Canada's north for an exceptional senior executive, with the drive and ambition to realize the NLMCC's vision, to lead an important regional museum and cultural center to a new level of prominence.

The Manager will provide both strategic leadership and tactical oversight to the development, implementation, and management of the NLMCC's strategic and annual plans, fundraising, collections, programming, and general operations.

The Manager is an engaging, collaborative, and strategic visionary who will increase audiences while taking the organization to the next level. Reporting to the Board of Directors, the Manager is an energetic leader of change, knowledgeable, and passionate about northern Canadian history including Indigenous stories and the development of the region and effective in engaging support. They will communicate and drive the vision, broaden the museum's presence, and extend its reach.

## **CANDIDATE PROFILE**

The Manager is a bright and astute personality, an accomplished administrator, and an executive with energy, vision, and enthusiasm. As such, they will be both leader and ambassador for the NLMCC – building and sustaining positive relationships with the Board, staff, members, volunteers, artists, patrons, granting agencies, the local community and art organizations in the NWT and more broadly in Canada.

The Manager is driven by leading an institution that thrives on all fronts and by providing the support needed by staff to achieve their goals. As the public face and spokesperson for the NLMCC they will represent the Museum with Indigenous partners and other levels of governments and raise the NLMCC's profile and grow its importance in Fort Smith, the NWT, and beyond.

## **RESPONSIBILITIES**

### **Leadership**

- Provide visionary leadership, strategic direction, and financial sustainability for the NLMCC.
- Build and nurture relationships with all stakeholders, including staff, artists, diverse communities, partners, funders, audiences, and patrons.

- Stimulate and promote excellence and innovation in the NLMCC's programs and exhibitions.
- Play an advocacy and ambassadorial role for the NLMCC in Fort Smith and in surrounding areas.
- Collaborate with curatorial staff and other museum and cultural institutions to plan and present compelling and exhibitions.
- Manage the NLMCC's resources – human, financial and physical – to strengthen the NLMCC's pre-eminent role in an increasingly competitive environment.
- Manage and maintain critical relationships with the Town of Fort Smith, Salt River First Nation, Smith's Landing First Nation, the NWT Metis Nation, and all relevant government agencies.

### **Exhibitions & Programming**

- Oversee the overall direction of the NLMCC's in relation to collecting, exhibiting, and education.
- Collaborating with curatorial and education staff, prepare historical and cultural programs on an annual basis for approval by the Board.
- Negotiate and manage contracts and agreements; maintain liaison with artists for gift shop management.
- Supervise the management and development of the permanent collection in concert with curatorial staff.
- Assess historical and community cultural needs, while keeping current with local, regional, Territorial and Provincial.

### **Finance & Administration**

- Prepare a manageable and sustainable annual budget with the assistance of the Finance Committee and staff.
- Present budget for the approval of the Board with revenue and cost projections and justifications consistent with the NLMCC's goals.
- Participate in regular meetings with the President and attend all meetings of the Board of Directors to provide update reports on the gallery's financial and other activities, in an advisory capacity as ex-officio member.
- Ensure sound financial control and accounting practices are in place, monitor expenditures in relation to budget and to actual income. Manage the gallery's capital assets.
- Anticipate and plan for the long-term financial needs and capital requirements of the NLMCC.

### **Fundraising & Development**

- Direct and lead the NLMCC's annual fundraising campaigns, with the assistance of staff and Board members.
- Play a pivotal role in developing donor relationships.
- Work with all supporting communities. Develop and maintain corporate, private foundation, government and community sponsorships and partnerships.
- Prepare grant applications for government and granting institutions.

- Be creative and entrepreneurial in pursuit of additional earned income opportunities.

### **Outreach & Advocacy**

- In collaboration with the Communications Coordinator and senior staff, the Manager is responsible for the promotion of the NLMCC and its programs.
- Enhance the NLMCC's public image and ensure the continuity of its brand identity.
- Attend openings and major events, serving as NLMCC's host, and introducing guest speakers, artist exhibitors or programs.
- Maintain good relations with all media outlets both locally and nationally.

### **Management**

- Proactively and effectively manage staff and volunteers to efficiently run the organization. Provide leadership and ensure guidance, mentorship, training, and direction to fully engage all employees in the performance of their responsibilities.
- Delegate authority, define staff roles and responsibilities, reporting relationships, systems of reward and disciplinary actions.
- Develop an open-door culture that promotes respect and teamwork, builds loyalty, drives engagement, maximizes employee potential, and appeals to outside talent.
- Record, communicate and implement policies, and ensure guidelines, rules and procedures reflecting policies are in place and understood. Ensure compliance with all human resource related legislation.

### **CANDIDATE QUALIFICATIONS**

- A high school diploma and some post-secondary education in a discipline relevant to this position.
- Demonstrated successful experience in a similar position.
- A vision for presenting innovative exhibitions and programs that attract audiences.
- An exceptional fundraiser with demonstrated success and a sustainable track record with donors, funding agencies, and sponsors.
- Experience in human resource management while motivating others, delegating effectively, and managing conflict.
- Knowledge and awareness of how to develop and engage diverse audiences.
- Understanding and experience in marketing, including the use of social media to engage audiences and increase attendance.
- Strong organizational and administrative skills; able to prioritize and juggle multiple projects simultaneously.
- Brings excellent relationships and results with granting councils and agencies.
- Strong budgeting and financial management skills.
- Experience in working effectively with a volunteer board with a focus on board governance.

### **CANDIDATE ATTRIBUTES**

- A dynamic professional who inspires confidence who has outstanding intellect with strategic orientation and a polished presence.

- A strong spokesperson and effective community builder, helping to foster appreciation of the arts; education through arts; and other auxiliary programming at the NLMCC year-round.
- Attentive to cultural plurality locally and across Canada and committed to equity, inclusivity, and accessibility.
- Confident and influential communicator who is engaging, outgoing, and personable.
- Strong interpersonal skills, with a high standard of professional and personal integrity.
- Engenders trust from staff, the Board, and arts community with a commitment to consultation and consensus-building.
- Keen interest in Fort Smith and the surrounding area as a cultural destination.

## **COMPENSATION**

A competitive compensation package will be offered, complete with salary and benefits.

We acknowledge the traditional territories of Salt River First Nation, Smith Landing First Nation and the Fort Smith Metis, Fort Resolution Metis and Har River Metis collectively known as the NWT Metis Nation.

## **HOW TO APPLY**

Please apply by email with your cover letter and resume by no later than Wednesday, September 2, 2020 at 5:00 PM. Send to [admin@nlmcc.ca](mailto:admin@nlmcc.ca).

The Northern Life Museum and Cultural Centre is an equal opportunity employer serving our diverse communities. We thank applicants for their interest, however, only those advancing in the process will be contacted. Preference may be given to existing NWT residents.