



IDENTIFICATION

Position Title: Program and Curatorial Assistant, Northern Life Museum & Culture Centre

Organization	Northern Life Museum and Cultural Centre
Job Type	Full Time, Permanent
Language Required	English
Location	Fort Smith, NT
Application Deadline	25 January 2021
Job Start Date	TBD
Date Posted	11 January 2021
Reports to	Executive Director
Email	admin@nlmcc.ca
Website	www.nlmcc.ca
Salary	A competitive compensation package will be offered.

PURPOSE OF THE POSITION

The Program and Curatorial Assistant position is responsible for assisting with the overall co-ordination of programs, events, workshops and related tasks to ensure the Northern Life Museum & Cultural Centre functions successfully on an ongoing basis. This position will also assist the curator in developing exhibits and managing the collection.

SCOPE

The Program and Curatorial Assistant position reports to the Manager. The position will also be the lead for summer staff and volunteers. This position is required to carry out a wide and varied range of duties.

RESPONSIBILITIES

- a) Administration – budgeting for events, preparing and submitting narrative and financial reports as required, responding to emails, purchasing of supplies, ordering and keeping inventory of stock for gift shop, programs & events and rental/catering supplies.

- b) Events Coordination – Set up and tear down of facility, cleaning of facility, production and distribution of posters and advertisements, coordination of instructor’s travel arrangements, visit dates, and required supplies for workshops or events, take registration and payment for workshops and events, be in attendance as needed.
- c) Facility Coordination – Coordination of rental dates for outside groups, set up of tables and chairs as required, ordering and setting up of basic food and beverage catering, cleaning of rental areas, billing and collection of rental fees.
- d) Fundraising/Membership – assist in planning and coordination of fundraising events and initiatives, processing of membership fees and forms, regular updating of membership information, regular email contact with membership, assisting with annual membership drive.
- e) Curatorial - Assist the Curator to care for and maintain the collection; develop exhibits; develop new resources for the archive; climb ladders to set up/take down displays; handle fragile artifacts in accordance with museum standards
- f) Front Line Service – answering phones, greeting visitors, giving tours, answering inquiry emails, tending to gift shop, basic building cleaning, answering general inquires, providing welcoming atmosphere to all visitors, supervision of summer staff.
- g) Assists with various museum related tasks: lifting moderate weights; working outside during some NLMCC functions; general cleaning and maintenance of the facility including snow shoveling, lawn care, janitorial work, etc.
- h) Works closely with the Manager to assist with grant applications and project grants, seeking funding opportunities, programming, fund raising and community events.
- i) Performs other related duties as directed by the Manager.

KNOWLEDGE, SKILLS AND ABILITIES

The Coordinator/Assistant must:

- Be proficient with Microsoft programs: Word, Publisher, Excel
- Be familiar with Email and Webmail programs and social media platforms
- Have excellent interpersonal, analytical, and problem-solving skills
- Be an effective verbal communicator and listener
- Have some sales & marketing skills
- Have excellent organizational skills
- Have creative graphical design skills
- Be able to attain a high level of accuracy and attention to detail
- Be able to manage time and stress effectively

- Be able to lift and carry 40 lbs and climb ladders, etc.
- Be able to work irregular hours
- Be able to work unsupervised
- Have a positive and teamwork focused attitude
- Knowledge of Quickbooks Accounting Software desirable

Typically, the above skills and knowledge would be attained by:

- A high school diploma or equivalent and post-secondary education in an administrative or business program and/or event planning/leisure studies.
- Demonstrated successful experience in a similar position.
- A mix of education and experience will be considered

WORKING CONDITIONS

The NLMCC consists of a large main building that includes the permanent exhibits, offices, gift shop, temporary galleries and artifact and archival storage. A non-climate-controlled warehouse on site houses the larger and more industrial type of artifacts. The possibility of contact with allergens exists. There is an outdoor gallery showcasing large artifacts and a separate Aboriginal Culture Centre also on the museum property. The Coordinator/Assistant is one of only three and at times the only, staff person and must take on any role that is required. The Coordinator/Assistant must be able to work flexible hours to accommodate museum activities and meetings; it is common to work irregular hours.

Salary for this position dependent of relevant experience.

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.