

AUDAIN ART MUSEUM

POSITION: Indigenous Programmer – Visual Arts
SUPERVISOR: Education and Volunteer Manager
HOURS: 37.5 hrs per week
TERM: Full-time – term (September 11, 2017 – January 26, 2018)
Possibility of extension, grant dependent
SALARY: \$20.00/hr
LOCATION: Audain Art Museum, Whistler, British Columbia

JOB SUMMARY: This is professional programming work performed at the Audain Art Museum. The incumbent develops public and school indigenous centered engagement programs; evaluates and re-develops current programs related to indigenous content where applicable; develops indigenous focused outreach education kits; engages in a variety of research activities; develops, in consultation with the Education and Volunteer Manager, lesson plans, program instruction manuals and interpretive material for related programming; provides tours to Museum visitors and maintains program records. The incumbent exercises considerable independence of judgment and action within established guidelines while unusual and policy matters are referred to a superior who reviews work performance in terms of effective maintenance of programs and the efficiency of services provided.

RESPONSIBILITIES:

- Engages in research activities under the direction of the Education and Volunteer Manager; locates, assembles, analyzes, consolidates and presents information on a variety of indigenous topics; prepares lesson plans, didactic material and other related program information for publication;
- Assists with the administration of the Museum's public and school programs; implements methodology for and ensures the accurate recording of attendance and evaluation in the Museum's programming areas;
- Develops new indigenous focused public programs related to the collection;
- Develops new indigenous focused in-house school programs (K-12) related to the collection;
- Develops indigenous focused outreach art kits for K-12;
- Establishes and maintains effective working relationships with a variety of internal and external contacts; as directed, attends meetings and represents the Museum;
- Answers general enquiries regarding the Museum's collection and donation and loan procedures;
- Assists in preparing budgets; obtains estimates; as required, assists with developing and writing grant applications; makes recommendations regarding policies and procedures for program development;
- Leads tours of Permanent Collection when required;
- Recordkeeping, research and data entry tasks; plans and carries out orientation and on-the-job training of new staff;
- Develops didactic and interpretive material related to indigenous artwork in Museum;
- Travel may be required;
- Other duties as required.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of British Columbia indigenous artwork, history and culture;
- Working knowledge of Museum's public and school programming methods and techniques, such as those relating to cross generational and indigenous approaches to engagement;
- Understanding and working knowledge of program development and execution;
- Working knowledge of computerized recordkeeping methods and techniques related to the work performed;
- Working knowledge of the principles, methods and techniques applicable to the display and interpretation of objects;
- Ability to conduct research and to prepare reports, lesson plans and related school and public based informational material;
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the Museum on external committees as required;
- Superior attention to detail;
- Keyboarding skills and ability to use Word, Excel, Outlook, the Internet and other computer programs as required;
- Ability to work with a variety of audiences and to speak comfortably in public;
- Ability to meet deadlines, maintain program and administrative priorities, and adapt to shifting priorities and timelines.

OTHER REQUIREMENTS:

- Valid BC Driver's license;

QUALIFICATIONS:

- Be of indigenous descent;
- High School Diploma or GED equivalent required;
- University Degree in Education, Museum Studies, History, Indigenous Studies, Visual Arts or a related discipline is highly desirable;
- Minimum 2-3 years' experience working in a museum, art gallery or cultural setting.

The successful candidate will be required to complete/provide:

- Three recent work related references;
- Applicants must be able to work in Canada;
- Criminal Record Check will be required by the successful candidate.

Interested candidates should forward their resume with a cover letter to:

Indigenous Programmer – Visual Arts Competition

Audain Art Museum

PO Box 5

Whistler, British Columbia, Canada, V0N 1B0

OR

lmintaholland@audainartmuseum.com

Subject line: Indigenous Programmer – Visual Arts Competition

Interviews for this position will take place at the Audain Art Museum in August of 2017.

Application deadline: July 28, 2017. The Audain Art Museum is a fully accessible institution. We thank all candidates for their interest and application; only those selected for an interview will be contacted.