



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Curator, Heritage Education and Public Programs	
Position Number	Community	Division/Region
71-4693	Yellowknife	Culture and Heritage / HQ

PURPOSE OF THE POSITION

The Curator, Heritage Education and Public Programs, manages bilingual (French and English) heritage education services and public programs for the Prince of Wales Northern Heritage Centre (PWNHC), and coordinates cultural learning and outreach programs at the PWNHC and across the Northwest Territories. These duties are undertaken in the context of providing public services in keeping with the priorities of the Culture and Heritage Division of the Department of Education, Culture and Employment (ECE).

SCOPE

Located in Yellowknife at the PWHNC, the Curator, Heritage Education and Public Programs (Curator) reports to the Assistant Director, Culture and Heritage, and is responsible for overseeing, designing, and ensuring delivery of French and English museum education services to schools and the public, including public talks, interpretive programs and circulating educational materials throughout the Northwest Territories (NWT). Strong links are required with the public, schools, Federal, Territorial, and Municipal government departments, Indigenous governments, and community organizations across the NWT.

The position administers a program budget of approximately \$30,000 and has signing authority of up to \$10,000. The incumbent at times may supervise up to two positions in addition to casual staff, contractors, and volunteers.

The Curator is responsible for a wide variety of activities within the museum and will be required to balance program delivery with administrative duties. Often called upon at short notice to give tours or deliver programs, the incumbent is required to be flexible and able to adjust quickly to new situations as they arise. Delivering public and school programs often involves interacting with large numbers of people at any one time.



Decisions made by the Curator, Heritage Education and Public Programs directly impact the public's experience of the programs and services provided by the PWNHC and the PWNHC's capability to provide cultural learning to the NWT public as mandated.

RESPONSIBILITIES

1. Manages the Heritage, Education and Public Program (HEPP) Section.

- Works with the Assistant Director, Culture and Heritage to establish program priorities and objectives for the Department's Business Plan.
- Administers the annual HEPP budget, including third-party project funds.
- Identifies third-party funding sources and partnerships and prepares funding proposals.
- Administers the procurement of goods and services along with associated contracts.
- Supervises staff, interns, and volunteers by assigning tasks, monitoring work and conducting annual performance appraisals.
- Represents the HEPP Section on the Culture and Heritage leadership team.
- Serves on internal committees and project teams as required.
- Develops and provides heritage interpretation and visitor services training to staff, youth, cultural interpreters, and volunteers.
- Provides program support to regional heritage partners as required.

2. Manages heritage education programs offered to NWT schools. This includes the development of resource materials and delivery of school programs.

- Consults with ECE curriculum staff, educators, and students to determine needs and establish priorities for school-based culture and heritage programs and services.
- Ensures the development and circulation of bilingual resource materials, such as "edukits", to schools and other educational institutions across the NWT.
- Develops and provides cultural education programs for cross-cultural, on-the-land camps such as Tundra Science and Culture Camp.
- Promotes programs and resource materials to educators through the design and production of bilingual communications, brochures, flyers, and electronic distribution of information.
- Provides "in-service" training to educators to access heritage information and programs at the PWNHC and across the NWT.
- Manages a teaching collection of loanable artifacts and props to assist with heritage education delivery.
- Develops and implements an acquisitions and management plan for education-related artifacts and other learning materials and maintains an inventory database for over 2000 Education Collection objects.



3. Manages and ensures delivery of public art, culture and heritage programs at the PWNHC and throughout the NWT.

- Initiates and seeks input on public programs such as lectures, presentations, exhibit-related programming, Collections tours and museum open houses.
- Coordinates event schedules, exhibit programming and public programs.
- Establishes and chairs project teams to plan and organize large public events.
- Ensures the promotion of public events through the production of brochures, flyers, and online advertising.
- Creates and ensures delivery of museum tours, audio guides and interpretive materials.
- Supports the circulation of exhibits and programming throughout the NWT.
- Works with staff and contractors to design and produce bilingual travelling exhibits.

4. Manages the Discovery Gallery at the PWNHC.

- Coordinates the production of Discovery Gallery exhibits and hands-on learning activities for a broad range of museum visitors.
- Consults with exhibits staff and community advisors to develop exhibit plans for the Discovery Gallery.
- Coordinates the maintenance of displays and props in the Discovery Gallery.

5. Evaluates and makes improvements to heritage education programs and visitor services at the PWNHC.

- Works with the Assistant Director, Culture and Heritage, to solicit public input to help direct HEPP programs and priorities.
- Designs and implements evaluation tools to improve visitor services at the PWNHC.
- Prepares summary reports on visitor services and client satisfaction for museum visitors.
- Maintains statistics on the number of school and public programs and activities delivered and the number of participants in French and English programs offered.

WORKING CONDITIONS

Physical Demands

The incumbent must occasionally lift and move large, heavy containers and exhibit crates up to 23 kg (50 lbs.).

Environmental Conditions

Participation in field programs for up to four weeks each year may be required. This involves exposure to weather, insects and predatory wildlife; living in remote camps and travel by



small boats, airplanes, snow machines and occasionally helicopters. Travel to communities outside of Yellowknife, by road or by air, may also be required.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of education theory and museum/heritage interpretation techniques.
- Knowledge of and/or the ability to acquire knowledge of the current curricula used in schools throughout the NWT.
- Ability to acquire and apply understanding regarding the impacts of colonization, institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the population of the NWT.
- Skills relating to financial management including budget preparation, and the ability to administer the annual HEPP budget, including third-party project funds.
- Supervisory skills managing staff and volunteers.
- Ability to acquire and apply knowledge and understanding of the cultures, heritage, and natural history of the NWT.
- Research and writing skills.
- Computer skills including word processing, graphics, database programs and social media.
- Interpersonal skills including the ability to work in multi-cultural environments.
- Organizational skills and project management.
- Ability to coordinate the production of exhibits and hands-on learning activities for a broad range of museum visitors.
- Ability to provide “in-service” training to educators to access heritage information and programs at the PWNHC and across the NWT.
- Ability to incorporate the perspectives of all members of the community in a decision-making process.
- Ability to actively commit to 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:

A Degree in Education, History, Indigenous Studies or similar fields, and three (3) years of experience in education, heritage interpretation, multi-cultural or science centres, or delivering public programming.



Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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: Indigenous Language - Not Specified

- Required
- Preferred