



## **Employment Opportunity**

### **Interpretive Centre Facility Manager**

MGHBLMFN Economic Development is seeking an experienced and passionate **Interpretive Centre Facility Manager** to lead the operations of our newly established Cultural Centre and Gallery. This role is pivotal in creating a space that celebrates Nakoda heritage, promotes reconciliation, and educates visitors from around the world about Indigenous history and culture. The ideal candidate will be committed to upholding the Standards for Saskatchewan Museums, fostering community engagement, and ensuring the Centre becomes a hub of cultural excellence, respect, and learning.

#### **Key Responsibilities:**

- Lead the day-to-day operations, ensuring the Centre meets all operational, safety, and compliance standards.
- Develop and implement policies related to collections management, educational programming, and facility maintenance.
- Recruit, train, and mentor staff and volunteers to uphold museum standards and cultural sensitivity.
- Oversee research, acquisition, and management of cultural artifacts and artworks with respect and integrity.
- Design engaging exhibits, interpretive programs, and community events that reflect Nakoda heritage.
- Foster relationships within the community, promoting Truth and Reconciliation initiatives.
- Lead project development, grant writing, and fundraising efforts to support Centre growth and initiatives.
- Establish and maintain safety protocols and emergency procedures to ensure a secure environment for staff and visitors.
- Broad HR management functions to recruit, develop and oversee staff.
- Work collaboratively with other managers of the MGBHLM Economic Development Corporation to provide excellence in the delivery of services.

## **Qualifications**

- Strong leadership, team building, communication, and community engagement skills.
- A commitment to leading with integrity, building a positive organizational culture and providing excellent customer service.
- Proven experience in museum or cultural facility management, preferably with Indigenous or multicultural organizations.
- Experience in collection management, policy development, and project management.
- Ability to develop and implement safety and emergency protocols.
- Knowledge of museum standards and ethical practices.
- Deep understanding of Nakoda culture and heritage is preferred.
- Fluency in Nakoda language or cultural literacy is an asset.
- A commitment to the values of Truth and Reconciliation.

## **Why Join Us?**

This is a unique opportunity to lead a cultural facility that honors MGHBLMFN Nakoda heritage and promotes meaningful reconciliation. You will work in a supportive environment dedicated to cultural preservation, education, and community empowerment.

## **How to Apply:**

Submit resume and cover letter to:

[Info@mosquitoecdev.ca](mailto:Info@mosquitoecdev.ca)

Only those selected will be contacted.