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r i n t i o n l v s o u e r s a e o a n t h o s w o h v c o m e h e m i n k
n e o e d i e f r a l t n s r d e h a e e o f e r t M i ' k m a ' i

EMPLOYMENT OPPORTUNITY

MDCC Exhibits Resource Manager

About the Mi'kmawey Debert Cultural Centre

The Mi'kmawey Debert Cultural Centre is a project mandated by all thirteen Mi'kmaw Chiefs in Nova Scotia and administered through The Confederacy of Mainland Mi'kmaq (CMM), one of two Mi'kmaw tribal councils in Nova Scotia. The future MDCC will be an experiential cultural centre that will anchor Mi'kmaw culture and heritage sectors with more than 60,000 annual visitors, integrating community outreach and knowledge with robust educational and public programming. Since 2002, all thirteen Mi'kmaw First Nations in Nova Scotia have repeatedly affirmed the MDCC project and its mandate to protect the Debert ancestral sites, to return Mi'kmaw collections from across North America and to develop visitor and educational programming. From its inception, the MDCC Elders' Advisory Council has guided the project.

Position Overview

The MDCC Exhibits Resource Manager will work with the Mi'kmawey Debert Cultural Centre (MDCC) curatorial staff to manage resources during the development of content for the planned exhibits. Working with the team, the Resource Manager will implement file and naming conventions, manage digital files, and perform data entry to reflect selected exhibit content. The Resource Manager will be responsible for gathering and organizing existing data and digital files and aligning this data with the exhibition design documents as well as with the design consultants. They will research and identify potential sources from other organizations and individuals and subsequently negotiate permissions for image and content use. The Resource Manager will work with the research team to visit community members and record and document material for potential exhibit use. The Resource Manager will work closely with the Researcher/Developer for organization of research, content, and supplementary materials and with the Project Manager on the liaising of content and information with external consultants.

Overview of Responsibilities:

- Digital file management including the implementation of filing and naming conventions.
- Data entry.
- Maintaining spreadsheets corresponding to exhibit content.
- Working collaboratively with the Curatorial Team to coordinate content.
- Organization of existing data, digital files.
- Gathering, sorting, inventorying, and labelling exhibit content.
- Negotiating permissions for image and content use.
- Collaborating with the Researcher/Writer to coordinate research efforts and identify required assets for exhibit development.
- Identifying sources (individuals, organizations) for potential resources.

- Updating existing records in the MDCC content management system (CMS) to include vital information such as permissions and sources.
- Visiting community members to assist the Researcher/Writer and document and/or digitize any assets for potential exhibit use.

Position Requirements:

- Bachelor's degree in history, Canadian Studies, anthropology, or related field, or a combination of work and knowledge equivalence.
- Minimum one-year experience working in a cultural or community research or community educational outreach environment.
- Training and/or experience in digital archiving, information management, or other data management.
- Proficient in Microsoft Excel and Word and familiarity with Adobe Photoshop, InDesign and Acrobat.
- Interest in cultural heritage, museum curation, digital collections, and community engagement.
- Excellent attention to detail; strong writing and research skills.
- Ability to work independently, prioritize and initiate work without direction.
- Ability to work collaboratively as a team member.
- Dedicated, organized, and meticulous.
- Knowledge of and experience working with Mi'kmaq Elders and other community experts.
- Must have a valid driver's license, vehicle, and ability to travel.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Expected annual salary: \$45,000.00 per year. This is a two-year contract position.

Application Deadline: Open until position is filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted. *The successful candidate may be required to submit a current criminal record check. Applicants must provided proof of Canadian Citizenship or Permanent Residency.*

December 2023