

Job Title: Indigenous Mural and Research Assistant

Applications Due: January 30, 2023

The Whyte Museum of the Canadian Rockies is a dynamic museum, art gallery, and archives that celebrates the lively history, stories, and people of the Rocky Mountains. This position reports to the Manager of Indigenous Relationship and Programs. This department supports all museum operations and works collaboratively with the curatorial, archives, education, maintenance, book shop, programming and community events departments to coordinate public onsite activities.

Responsibilities

Reporting to the Manager of Indigenous Programs and Relationships, the Indigenous Research and Mural Program Assistant is responsible for supporting Indigenous programs at the Whyte Museum of the Canadian Rockies. This will start as a part time position (February to April) that requires:

- Proven administrative, scheduling, and project management skills.
- Willingness to learn various in-person and online communication skills.
- Requires creativity, adaptability, wiliness to learn and decision-making abilities.

Duties

Administration support for Mural Project

- Assist with artist selection committee administration, letters and contracts, follow up reports, artist statements, artist bios and info, accommodation and meeting bookings, arrange food requests, cheque requests, supply lists, etc.
- Assist and promote events associated with the mural program to Indigenous groups and mural artists.
- Assistance coordinating Indigenous Knowledge Keepers, Elders, and artists throughout the project on site during the workshop in May and the installation in June.
- Create and maintain budget and task templates.
- Coordinate celebration event: book artists, performers, Elders, food and beverages, coordinate accommodation, fees, food, etc.
- Coordinate photos and filming documentation of the project.

Research Assistant

- Meet with Indigenous community and Elders as required and assist curatorial and archival staff to capture information about items in the collection.
- Research collections that could be incorporated in Indigenous programs, events and exhibits.
- Assist archives and curatorial departments to process inquires and requests as required.
- Collaborate with events department to support events as required.
- Other duties as assigned.

NOTE: Training will be provided to access Indigenous content at the Whyte Museum.

Qualifications

- Demonstrate excellent communication skills, verbal and written.
- Knowledge and experience with contemporary communications and office software such as Microsoft Office, Teams, Zoom, Excel, PowerPoint, etc.
- Demonstrated ability to organize, book, and coordinate meetings; organize files (hard copy and electronic).
- Nonprofit, fine arts, events, and curatorial experience is an asset.
- A Bachelor's degree or college diploma in arts, events, hospitality and tourism, or a related subject and/or an equivalent combination of education, training and experience working in the arts, art administration, events, hospitality and tourism business and/or trade is an asset.

To apply:

Please submit a resume and a cover letter no later than Monday, January 30 to dsaundersdahl@whyte.org. We thank all those who apply, but only those selected for an interview will be contacted. Please note that the candidate will need to provide proof that they are fully vaccinated against COVID-19.

The Whyte Museum is an equal-opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.