



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

Competition #: 2024-04-005

Heritage Programmer - Term

Department: Heritage

Location: Tr'ondëk Hwëch'in Offices – Dawson, YT

Posting Date: April 5, 2024

Standard Hours Bi-Weekly: 75

Start Date: May 2024

End Date: October 31, 2024 with possible extension

Salary: Level 2 Step 1 (\$2,052.00 bi-weekly)

Closing Date: Until Filled

Reporting to the Dänojà Zho Manager, this position is responsible for the preparation and presentation of heritage programs, exhibits and activities that enrich and express Tr'ondëk Hwëch'in traditional and contemporary life. The incumbent will serve as an ambassador to inspire success and growth of cultural awareness, self-identity, and pride in heritage to the Tr'ondëk Hwëch'in membership. Incumbent will deliver messages to the visiting public on the traditional and contemporary Hän experience. The incumbent will, in a timely manner, research, plan, develop, prepare for and support visits and school and public programs that reflect and enhance the traditional and contemporary experience of the Hän. Other related duties may include all aspects of the operation and reconciliation of the gift shop operations, cash register and gift shop sales.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide. Applications will not be accepted without a cover letter and resume.

Essential Qualifications:

- Grade 12 (or equivalent) combined with post-secondary coursework in marketing/promotion, tourism, arts, cultural studies or a related discipline. An equivalent combination of education, knowledge, experience, skills and abilities may be considered.
- Some experience in programming to/ assisting with small groups / public members.
- Basic experience in developing marketing or promotional materials.
- Basic knowledge in audio-visual equipment operation.
- General experience in using a computer especially related to promotional materials
- Basic knowledge in office, sales and cashier skills.
- Knowledge and understanding of Tr'ondëk Hwëch'in history, culture, values and traditions.
- Well-developed presentation skills.

Assets:

- Strong organizational and time management skills.
- Ability to provide leadership, guidance, mentorship and advice to staff.
- Ability to work independently with little supervision.
- Ability to develop and manage marketing and cultural projects.

Conditions of Employment:

- Criminal Records Check with vulnerable sector screening.

A detailed job description is available upon request.

For more information, contact Human Resources or visit our website at: Trondek.ca

Phone: (867) 993-7100 Send inquiries to: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens
in the pursuit of a strong, healthy, and united future."*