



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Museum Administrator  
**DEPARTMENT:** Language and Culture Department  
**SUPERVISOR:** Language and Cultural Manager  
**TERMS:** Full-Time, Permanent  
**REFERENCE #:** 2024-087

### Purpose of Position:

The Museum Administrator is responsible for performing financial, administrative and clerical services for the day-to-day operations and will perform various tasks including maintenance of internal financial records, such as accounts payable and accounts receivable documents, distribute relevant request forms, maintenance for filing all correspondence, documents, and reports.

The position is responsible arranging all tours, online presentations, opening prayers, Secwepemc songs, dances, various ceremonies, cultural awareness presentations, language translations, and as needed, arts and cultural advice for the Language and Culture Department Staff, TteS Elders, and Traditional Knowledge Keepers.

### Duties and Responsibilities:

The Museum Administrator provides administrative, financial and clerical duties. The position is responsible for scheduling all Language and Culture Department tours, online presentations, opening prayers, Secwépemc songs, dances, various ceremonies, cultural awareness presentations, language translations, and as needed, arts and cultural advice. The work also involves greeting the public **(95%)**

#### **Strategic Leadership:**

- Assist in the development and implementation of a clear vision and mandate and to establish long and short-term goals.
- Serve as liaison between the Language and Cultural Educator and SD73, other schools, post-secondary institutes and other stakeholders for providing tours and online presentations.
- Will serve as a liaison between the Language and Culture department and internal and external partners to host tours, online presentations, opening prayers, Secwépemc songs, dances, various ceremonies, cultural awareness presentations, language translations, and as needed, arts and cultural advice.

#### **Financial Management**

- Will work with the Museum Language and Cultural Educator to schedule all educational and cultural presentations, residential school tours online presentations, and will invoice the schools or organizations and submit to TteS finance department.
- Schedule tours for the Museum Interpreter that are not related to SD73.

- Forward any donations from these schools or organization who donate further funds for Secwépemc Museum and Heritage Park and will ensure it is coded to SMHP Miscellaneous Revenue.
- Review the monthly statement of income, and ensure budgets are spent and will make recommendations for the next fiscal year budget.
- Maintains petty cash and completes daily cash reports; receives and deposits photo orders, gift shop, book sales, special events, workshops, admissions, archival fees, and donations.
- Responsible for ordering office and giftshop supplies for the museum, processes all museum purchase orders and invoices for approval, and maintains related departmental files accordingly.
- Invoices internal and external partners for Language and Culture Department tours, online presentations, opening prayers, Secwépemc songs, dances, various ceremonies, cultural awareness presentations, language translations, and as needed, arts and cultural advice.

#### **Human Resource and Administration**

- Will aid in developing or updating handbooks or brochures.
- May provide limited supervision to contract workers, volunteers, and on occasion, may supervise students who are unable to attend museum tours because of special needs.

#### **Community Relations**

- Will advocate the Language and Culture Department mission to external stakeholders and audiences including community organizations, schools, other museums, and educational institutes.
- The incumbent will maintain positive relationship with stakeholders.
- Will assist in establishing and implementing a marketing and communications plan that supports the SMHP brand and reputation including website content, social media accounts, media relations and printed materials.
- Maintains the Language and Culture Department and Museum calendar and coordinates all programs and services.

#### **Exhibitions, Collections and Education**

- The position will be responsible for booking the Museum facility for assorted groups and workshops.
- Conducts periodic visitor surveys and prepares statistical reports for the museum.
- The position is responsible for providing drop-in and telephone registration services for the public.
- Answers and redirects all incoming telephone calls, mail, and email.
- Maintains daily and monthly attendance records for visitors and contractors.

#### **Other related duties as required. (5%)**

- As needed, will provide administrative assistance to the Language and Culture and the Secwépemc Museum and Heritage Park Staff.

### **Professional Certification, Education and Experience:**

- Administrative Assistant Certificate or Business Administrative Assistant, or Accounting Certificate
- Computerized Accounting Software Training: Accounts Payable, Accounts Receivable; Purchase Orders
- Microsoft Office Training: Word, Excel and Access.
- Minimum (3) years of previous administrative assistant including data entry and word processing
- 1 year experience in AR/AP clerk experience, or accounting clerk or finance assistant.
- Previous experience working in a museum would be an asset.
- Super Host or similar tourism program an asset.
- Extensive knowledge of, or willingness to learn, Secwépemc culture, history, and lifestyle is required.
- Fluency in the Secwépemc Language is required and/or willingness to enroll in Secwépemcstin courses.

### **Financial Responsibility:**

Maintains petty cash and completes daily cash reports; receives and deposits photo orders, gift shop, book sales, special events, workshops, admissions and donations. This position has budget responsibility in that they must responsibly allocate funding to purchases or invoices.

### **Supervision or Training Duties:**

This position may, on occasion, provide limited direction to term contract workers, summer student employees, and volunteers.

**Skills and Abilities:**

- Proven experience working with, or willingness to learn, museum policies and practices.
- Proven experience dealing with, or willingness to learn, the history related to Secwépemc Museum belongings.
- Expertise in office equipment, such as computers, photocopiers, scanners, and cash registers.
- Proven experience in bookkeeping, record keeping methods, and spreadsheet applications.
- Ability to exercise courtesy and tact when dealing with children and the public.
- Excellent oral and written skills.
- Proven ability to handle cash.
- Proven ability to set priorities and meet deadlines.
- Ability to work in multi-cultural settings.

**Special Requirements:**

- For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check-vulnerable section.
- Desirable to have a Class 7 or Class 5 driver's license.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** \$25.98-\$28.70 depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is November 6<sup>th</sup>, 2024 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment/>  
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.  
Office Hours are Monday to Friday 8:00 am to 4:00 pm &  
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**