EMPLOYMENT OPPORTUNITY

Aanischaaukamikw is the cultural centre for the nine Cree communities of Eeyou Istchee in Northern Quebec. This major new facility is located in Oujé-Bougoumou, QC, a community of 700 persons. Aanischaaukamikw is a multi-purpose cultural entity, bringing together regional cultural programming for the Cree Nation for all to share on-site and throughout the communities. Aanischaaukamikw is presently seeking a:



Education Intern

ACCI is seeking an enthusiastic and dedicated individual for the position of Education Intern. The Education Intern is a 6-month intern position, will assist in the development of educational programming for both our permanent and traveling exhibitions, community outreach programming, the development of workshops, and evaluating educational programming and projects. Under the Director of Programs supervision, the Education Intern will assist in developing Aanischaaukamikw's education and interpretation programs. In addition she/he is responsible for the development of innovative school and public programs that interpret and preserve Cree history, culture and language relevant to the Aanischaaukamikw's programming orientations and the Education branch goals.

QUALIFICATIONS, ABILITITIES AND EXPERIENCE

- A Bachelor's or Master's Degree in Museum Studies, Museum Education, History, Education, Anthropology or related field or related experience
- Experience in Museum setting and preferable in a cultural institution environment is an assest
- Experience in program or curriculum development, and in planning of departments or projects
- Experience in client services hosting
- Ability to work as part of a team and independently
- Excellent organizational and interpersonal skills
- Experience with preparing interpretative materials
- Knowledge of native history and culture (Cree, Naskapi, Innu, Inuit) and native material culture
- Ability to organize and express information in clear, logical sequence
- Knowledge of Cree history and familiarity with Cree culture an asset
- Excellent writing skills in English, with French being a definite asset
- Fluency in Cree with the ability to communicate in both of Canada's official

- languages is a significant asset
- Ability to provide training or host workshops
- Strong analytical and problem solving skills
- Strong computer skills
- Strong customer focus
- Ability to multitask and meet strict deadlines under pressure
- Knowledge and experience with Cree entities and their administrative systems is a major asset

PRINCIPAL RESPONSIBILITIES

- Work with school groups that visit Aanischaaukamikw Cree Cultural Institute on an ongoing basis.
- Assist the Education Research and Program Officer on the following tasks:
- Development of educational programs for our traveling exhibit
- Presentation of Educational Programming for our traveling exhibit
- Development of educational programs for our permanent exhibit
- Training of tour guides on use of educational programs for the traveling exhibit and on the tour guide script
- Training of tourism operators on the their tourism kits
- Developing educational programs for a future workshops
- Assist with blogs for ACCI's webpage
- Assist with writing of an article for the AirCreebec Magazine
- Assist with social media posts for Facebook, instagram and Twitter.
- Coordinates editing, design, and production of interpretative publications with other museum departments.
- Creates school and public programs for a variety of target audiences to be used in both the museum and in local schools in accordance with Aanischaaukamikw's mandate and Cree School Board and Ministry programming; coordinates with schools to establish and maintain integrated curriculum.
- Research and develop programs/training and activities for the museum in accordance with Aanischaaukamikw's mandate.
- Research and develop educational materials to be used in conjunction with programs/training and activities for the museum in accordance with Aanischaaukamikw's mandate.
- Attend staff meetings and make presentations to management team.
- Conduct training as needed
- Collaborate with other educational and cultural organizations on joint projects.
- Any other responsibilities and tasks assigned by the Director of Programs as they relate to Education and public programming

PERSONAL CHARACTERISTICS

- Candidate must between the ages of 16 to 30 at the time of employment
- Must be a recent graduate (within the past 24 months) from college of university
- Ideal for graduates thinking of pursuing a graduate degree in Museum Studies, Education, First Nation/Aboriginal Studies, and Anthropology.
- Intermediate computer skills required. Candidate should have basic understanding of Microsoft Office programs. Experience with Adobe Illustrator is an asset.
- Candidate should be self-motivated, with a positive attitude.
- Candidate should have good organisational skills.
- Students from Eeyou Istchee are strongly encouraged to apply.
- Self-confidence, optimism, persistence, and stamina
- A disciplined, multi-faceted and organized individual with the personal flexibility to deal simultaneously with a variety of situations
- A direct, clear, approachable and compassionate, with a sense of humour and the capacity to make decisions
- An open, friendly communicator with superior interpersonal skills.
- Excellent computer skills, including familiarity with digital formats
- Strong attention to detail
- Ability to work under tight deadlines
- Commitment to working in a participatory, team-based environment
- Ability to build positive relationships with the organization's partners and supporters

SALARY AND WORKING CONDITIONS

- 6- month Internship position
- \$18.00 per hour
- 35 hours per week
- Suggested start date: October 10, 2017.

Please send your application and curriculum vitae via regular mail, fax or email by *Friday October 6, 2017 at 5:00 pm* to the following address:

Rob Imrie
Director of Programs
Aanischaaukamikw Cree Cultural Institute
205 Opemiska Meskino
P.O./C.P. 1168
Ouje-Bougoumou, Quebec
G0W 3C0

Tel: 418-745-2444 Ext. 2101 Fax: 418-745-2324

Email: rob.imrie@creeculture.ca

Please feel free to contact Rob Imrie by phone or email if you have any questions about the position.

This employment opportunity is made available through funding provided by Young Canada Works. All applicants must be registered with YCW and meet all eligibility requirements. This position is subject to funding.

We thank everyone that applies, but only the chosen candidates for an interview will be contacted.