



Northern Secwepemc Cultural Society

Position Summary: The Northern Secwepemc Cultural Centre (NSCC) is seeking an individual with management skills in the area archival preservation of Secwepemc archives and cultural education. The candidate will demonstrate a high level of administrative skills and customer service abilities.

Position Title: Cultural Centre Manager
Reporting to: NSCS President and Board

Duties and Responsibilities:

- Develops and implements the administrative, archival policies & procedures
- Manages Cultural Centre and its physical infrastructure, parking area, pathways and internal exhibits
- Manages the exhibits and programs
- Makes recommendation to ensure care is being provided to all items according to the best museum practices
- Contract community members to be exhibit guides, seasonal storytellers and maintain inventory data bank.

Knowledge/Skills/Abilities

- Knowledge of Secwepemc culture and traditions
- Proven public speaking skills
- Excellent communication skills and organizational skills with exceptional attention to detail and commitment to efficiency
- Ability to establish and maintain effective working relationships with colleagues and throughout the member communities as well as other museum/cultural centres
- Strong administrative skills and the ability to set priorities and multi-task in a fast-paced environment

Education and Requirements

- Grade 12 or equivalent required
- Associate degree in at least of the following: Indigenous Studies, Anthropology, History, Education, Arts, Fine Arts are considered an asset
- 1 year working experience and knowledge of Indigenous communities and organizations and hands on experience in museum setting

Conditions of Employment

- Criminal record check with results acceptable to NSCS
- Maintains a high level of confidentiality and uses discretion on all matters relating to the affairs of the NSCS
- Must be able to obtain and maintain a valid BC Driver's Licence (Class 5)

In accordance with **Section 42 of the BC Human Rights Code**, preference may be given to qualified Indigenous applicants. We encourage applications from First Nations, Métis, and Inuit candidates.

If you believe you have the skill set to manage the new Ckúʔtenéʔllcw – Our culture of long ago (Cultural Centre) and represent the centre with professionalism, build community relationships, showcase Secwepemc culture to the general public. Apply to:

DEADLINE: Thursday, April 30, 2026 by 4:00 PM

Term: Full Time

Rate: \$25.00 to \$35.00 per hour

Send Resume and Cover Letter to:

Irene Gilbert, NSCS President
PO Box 1030, 100 Mile House, BC, V0K 2E0
cultureresearch@tsqescen.ca