



RECEIVED
JUL 11 2018

EXTERNAL JOB POSTING

Posting Period: July 11 – July 25, 2018 @ 4:30 PM
Position: Cultural Coordinator
Location: Mohawk Chapel
Job Status: Full-Time
Hours of Work: 35 hours per week

SUMMARY

Reporting to the Director of Tourism and Cultural Initiatives, the Cultural Coordinator will manage the daily operations, marketing, and oversee the maintenance of Her Majesty's Royal Chapel of the Mohawks. The Cultural Coordinator will lead educational programs, train staff, and host tourists to promote the history and culture of the Six Nations Community and look for opportunities to expand and improve the tourist experience. The Cultural Coordinator will work within the policies and procedures established by the Six Nations of the Grand River Development Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the daily operations, marketing and oversee the maintenance of Her Majesty's Royal Chapel of the Mohawks.
- Hire, train, and supervise the contract Chapel Staff, ensuring customer service and the tourism experience is positive and staff understand history and culture of the community.
- Implement and coordinate marketing plan/strategies aimed at increasing traffic.
- Ensure the Mohawk Chapel remains professional, welcoming and accessible.
- Assist in the maintenance of partnerships and relationships with Six Nations attractions, community crafters and artisans, local business, and community organizations.
- Assist in developing and implementing interpretive and educational programming.
- Ensure safe and secure handling of artifacts, crafts and all resources.
- Work and communicate with volunteer boards at site.
- Receive, record and report all revenue. Balance POS system and make deposits.
- Research, identify, secure and preserve new or relevant artifacts. Develop and install permanent and temporary thematic exhibits and displays.
- Assist with grant proposals, employment incentives, and requests for funding proposals.
- Assist with planning and operations of special promotional events and trade shows.
- Keep abreast of Tourism industry best practice and make recommendations for the operations continuous improvement.
- Prepare promotions, communications and marketing material for tours, rentals and other Tourism strategies.

- Assist in the development of strategies to improve the viability and growth of local artisans.
- Assist with design of financial models, budgets and proposals.
- Administrative duties for day to day operations.
- Perform other administrative duties as required.

For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details

SUBMISSION PROCESS:

Please submit the following to the HR Department at the Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at HRdept@sndevcorp.ca:

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at www.sndevcorp.ca/careers.

Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

Thank You

CULTURAL COORDINATOR – HER MAJESTY’S ROYAL CHAPEL OF THE MOHAWKS

SUMMARY

Reporting to the Director of Tourism and Cultural Initiatives, the Cultural Coordinator will manage the daily operations, marketing, and oversee the maintenance of Her Majesty’s Royal Chapel of the Mohawks. The Cultural Coordinator will lead educational programs, train staff, and host tourists to promote the history and culture of the Six Nations Community and look for opportunities to expand and improve the tourist experience. The Cultural Coordinator will work within the policies and procedures established by the Six Nations of the Grand River Development Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the daily operations, marketing and oversee the maintenance of Her Majesty’s Royal Chapel of the Mohawks.
- Hire, train, and supervise the contract Chapel Staff, ensuring customer service and the tourism experience is positive and staff understand history and culture of the community.
- Implement and coordinate marketing plan/strategies aimed at increasing traffic.
- Ensure the Mohawk Chapel remains professional, welcoming and accessible.
- Assist in the maintenance of partnerships and relationships with Six Nations attractions, community crafters and artisans, local business, and community organizations.
- Assist in developing and implementing interpretive and educational programming.
- Ensure safe and secure handling of artifacts, crafts and all resources.
- Work and communicate with volunteer boards at site.
- Receive, record and report all revenue. Balance POS system and make deposits.
- Research, identify, secure and preserve new or relevant artifacts. Develop and install permanent and temporary thematic exhibits and displays.
- Assist with grant proposals, employment incentives, and requests for funding proposals.
- Assist with planning and operations of special promotional events and trade shows.
- Keep abreast of Tourism industry best practice and make recommendations for the operations continuous improvement.
- Prepare promotions, communications and marketing material for tours, rentals and other Tourism strategies.
- Assist in the development of strategies to improve the viability and growth of local artisans.
- Assist with design of financial models, budgets and proposals.
- Administrative duties for day to day operations.
- Perform other administrative duties as required.

ADDITIONAL SKILLS AND ABILITIES

- Research and implement interpretive and educational programming
- Professionally represents and promotes tourism while building relationships with outside agencies, not for profit entities and other resources.
- Ability to handle the public and media with tact, discretion, and with a pleasing personality.
- Work independently or as a team member
- Remain informed of industry trends and industry best practices.
- Proactive with the ability to problem solve and anticipate needs.
- Reliable and able to work independently.
- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.

EDUCATION / EXPERIENCE

Minimum Requirements:

- College Diploma in an applicable field such as Tourism, Heritage Studies, Marketing, or Business.
OR
- GED with five (5) years' experience in the travel and tourism industry
- Valid "G" Driver's License and transportation
- Good verbal and written communication skills.
- Knowledge of Microsoft Office, iCloud, web-page, and social media applications.
- Experience managing schedules and booking meetings.
- Must pass a police record check.
- Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.
- Flexible (extra hours may be required on occasion).

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

CULTURE

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities. Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Contractors, Government Agencies, Council Members, Human Resources, Development Corporation Staff, Tourism Partners, Maintenance Contractors, Business Partners, and Vendors.

WORK ENVIRONMENT

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

DIMENSIONS (FINANCIAL/STAFF)

POS Terminal, Bank Deposits, and Booking.
Supervise up to six (6) contract staff.

REPORTS TO

Director of Tourism and Cultural Initiatives



APPLICATION FOR EMPLOYMENT

Position		
Job Title:		
Posting End Date:		
General Information		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
Three References		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		

Availability

Are you legally able to work in Canada? Yes _____ No _____ Date Available to Start Work: _____

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

Are you a Six Nations band member? Yes No

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.

Applicant's Signature:

Date:

Please Note:

- * Attach cover letter and resume
- * Police Record Check and copies of education will be required at time of offer of employment