

New

Ministry

Culture, Multiculturalism, and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Head, Indigenous Engagement

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Heritage, Royal Alberta Museum

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 1)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Engagement and Education, the Head of Indigenous Engagement will lead RAM's work and relationships with Indigenous communities. They will work to increase the knowledge and awareness of, and to enhance appreciation for, the histories and cultures of the Indigenous communities represented in Alberta. They will work to build and sustain productive relationships with Indigenous communities and First Nations and work to ensure that RAM is respectful and responsive to the needs of its communities and stakeholders. This position will also oversees the museum's work related to the repatriation of sacred ceremonial objects under the *First Nations Sacred Ceremonial Objects Repatriation Act* and any other relevant legislation, regulation, or policies. The Head, Indigenous Engagement will also be responsible for providing direction to the Steward, Indigenous Collections to support exhibition and gallery development and to preserve, research, and develop the Indigenous Collection at RAM.

The Head, Indigenous Engagement will work across the Museum to foster meaningful reconciliation in all aspects of Museum work (including curatorial, program development, research, etc.), supporting the integration of Indigenous ways of knowing and building relevant protocol where appropriate. Ensuring RAM is deeply connected to the Indigenous communities and First Nations in Alberta will help increase visitation and build the Museum's relationship with diverse communities across the province. The leadership provided by this position will allow RAM to make strategic decisions regarding how to utilize its limited human and financial resources to have the best impact for Albertans.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Indigenous Community Engagement

Drawing on extensive knowledge of, and experience with, Albertan First Nations history and relationships with contemporary Indigenous cultures, UNDRIP, and Truth and Reconciliation, the incumbent plans and coordinates the development of RAM's Indigenous outreach, program development, and stakeholder engagement, which will position the Museum as a leader in reconciliation. This will be achieved by:

- Building and sustaining productive relationships with relevant First Nation and Indigenous communities by involving elders, knowledge holders, ceremonialists, and other appropriate parties through the collaborative development of plan for reconciliation and related policy defining successful engagement with Indigenous communities across the organization.
- Engaging in ongoing conversations with relevant Indigenous partners, including the Indigenous Advisory Panel, to ensure operations at the RAM support the integration of Indigenous ways of knowing, world views, and historical/contemporary perspectives.
- Creating a platform for Indigenous storytellers, knowledge holders, and artists to showcase their work and experiences to build knowledge and understanding for all Albertans.
- Working with First Nations and Indigenous communities to record, share, and support the growth of contemporary culture of Albertan First Nations by ensuring the vibrant, ongoing present cultures are shared and highlighted within the museum, alongside historical narratives.
- Working with staff across Sections at RAM to amplify Indigenous voices and lived experience through exhibitions, research, programs and other relevant work.
- Working closely with the museum's Head, Marketing and Communications and outside agencies to develop strategies to promote Indigenous voices, programs and events that address the needs of museum visitors and that help fulfill the museum's mandate.
- Participating directly in ceremonial protocols such as offering tobacco to elders, and occasionally in ceremonial activities such as smudging, sweatlodge ceremonies, and pipe ceremonies.

Collections Management and Curatorial Support

Through supervision and an established knowledge base, the incumbent will ensure the overall care and respect of the Indigenous collection at RAM follows conservation and collection best practices, as well as follows all established protocols. This will be accomplished by:

- Documenting and ensuring application of protocols around handling and ceremonial care of sacred ceremonial objects in RAM's collection.
- Evaluating and prioritizing collections needs; identifying areas of strength and weakness and designing and implementing an appropriate artifact acquisition strategy.
- Working with the Director, Engagement and Education to evaluate and acquire artifacts for collections where appropriate.
- Working with Collections Management staff and the Steward, Indigenous Collections to maintain integrity of collections stored both on and off site.

Indigenous Advisory Panel

Supporting the Director, Engagement and Education, the incumbent will ensure the recommendations of the Indigenous Advisory Panel are (wherever possible) implemented across RAM. This will be accomplished by:

- Maintaining a database of all individuals and organizations consulted, as well as working with Museum Executive to recommend and recruit future contacts.
- Preparing reports on findings and recommendations and working with relevant departments to implement the recommendations where required.
- Functioning as the primary contact and administrative support for the Panel, while working to strengthen and build relationships with the advisors across RAM.

Reconciliation

The incumbent will work across the museum to implement activities that support reconciliation and ensure that the integration of Indigenous world views, stories, protocol, and culture is an organization-wide, ongoing process. This will be accomplished by:

- Serving as a team member in exhibit planning for permanent, travelling, and in-house feature exhibitions, and making recommendations on interpretation, design, content, and visitor programs for these exhibits through the lens of reconciliation.
- Applying extensive knowledge, creativity, and skill in interpretation, presentation, and evaluation techniques to develop a visitor experience that will engage visitors in areas related to the themes of both historical and contemporary Indigenous communities.
- Working with collections staff and curators to engage Indigenous communities, knowledge bases and cultural context in Museum collections, databases and research projects.
- Maintaining current knowledge of Museum best practices connected to decolonization and reconciliation and making recommendations based on those practices.

Supervision

The incumbent will supervise the Indigenous Engagement team and ensure they maintain exceptional levels of stakeholder engagement, respect for protocols, sustainable development of collections, and successful repatriation and reconciliation activities. This is accomplished by providing leadership, supervising, monitoring, and evaluating the performance of the Indigenous Engagement team.

Administration

The incumbent will complete the necessary administrative duties to ensure effective and efficient administration of the Indigenous Engagement team, including, but not limited to, financial management, scheduling, planning activities, and staffing.

Other duties as required.

Problem Solving

Typical problems solved:

The incumbent will be responsible for solving the following types of problems:

- Represent Indigenous voices and input on Branch strategic planning and policy teams related to reconciliation and repatriation.
- Engage and set expectations with community groups around the feasibility of activities connected with reconciliation and repatriation.
- Work with other staff across the museum in determining priorities for Indigenous engagement.
- Work with agility and flexibility to discover new precedents in the changing field of Indigenous Engagement and the evolving integration of Indigenous knowledge across RAM
- Participate in relevant community activities to build positive relationships, while remaining impartial and flexible when working within different cultural standards and expectations.
- Moving projects forward with limited resources and respecting cultural sensitivity.

Types of guidance available for problem solving:

The Head, Indigenous Engagement will report directly to RAM's Director, Engagement and Education who will be able to provide guidance and support. They will also have the opportunity to work with other Section Heads or team leads across the museum to ensure projects are related to ongoing Indigenous engagement work or other priority activities at RAM.

Direct or indirect impacts of decisions:

Decisions made by the Head, Indigenous Engagement will impact RAM's relationships with Indigenous communities, stakeholders, and Nations, as well as the overall success in implementing reconciliation across the organization. Decisions regarding engagement or the implementation of Indigenous feedback could impact the development of programs, exhibitions, and collections work and involve staff from all other sections of the museum.

Key Relationships

Major stakeholders and purpose of interactions:

Director of Engagement and Education - direct report
 Engagement and Education Heads - project and engagement planning and coordination across the section
 Indigenous Engagement Staff - project management, supervision and evaluation of engagement objectives
 Curatorial staff - contacts for developing, reviewing, and implementing Indigenous feedback.

Exhibit staff - contacts for developing, reviewing, and implementing Indigenous feedback.
 Head, Marketing and Communications - contacts for developing, reviewing, and implementing Indigenous feedback.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts	Other	Other

If other, specify:

Indigenous Studies, Indigenous Languages or Indigenous Cultural Knowledge

Job-specific experience, technical competencies, certification and/or training:

- A university degree in museum studies, Indigenous History, or similar field and a minimum of seven years experience of demonstrated Indigenous engagement through curatorial work, program development, and activities connected to repatriation or reconciliation, or working directly with/in Indigenous communities.
- A solid understanding of the theories of museum best practices regarding reconciliation as applied to operations (such as exhibits, programs, interpretation and research) well as hands-on experience with Indigenous collections and curatorial best practices.
- Excellent ability to lead teams and create productive working relationships with internal and external stakeholders.
- A solid understanding of Indigenous community engagement principles and practices, specifically in a government and museum environment.
- Ability to successfully work in a politically sensitive environment.
- Understanding and knowledge of diverse First Nations, Métis and Inuit history, cultures, traditions, beliefs and protocols, and the ability to communicate in ways that are culturally appropriate and sensitive to the needs of Indigenous communities.
- Experience and demonstrated ability to actively engage with First Nations and Indigenous community cultural traditions and practices and an proven awareness of protocols and customs.
- Understanding and knowledge of the First Nations Sacred Ceremonial Objects Repatriation Act, United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission Report, and the Alberta Historical Resources Act.
- The ability to navigate and articulate, lead and facilitate conversations, analyze and apply learnings from Indigenous communities in a government environment is an asset
- Excellent skills regarding leading teams, interpersonal relations and mediation, and communication as these skills are of key importance to working with diverse groups of individuals.
- Strong organizational skills and ability to manage multiple projects concurrently.
- A solid knowledge of the current Alberta First Nations cultures and contemporary issues and fluency/ knowledge of a Indigenous language and cultural practices is an asset.

Preference will be given to Indigenous candidates with Indigenous community experience.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	-The incumbent will need to identify and develop authentic relationships with external and internal community stakeholders as they relate to reconciliation and repatriation activities. - They will need to incorporate information

			gathered from research, industry networks, and community groups into RAM programming, curatorial, event and exhibition decision making.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> - The incumbent will model inclusive leadership and collaboratively develop priorities for the Indigenous Engagement Team and RAM staff. - They will facilitate discussions and working groups across the museum regarding best practices in reconciliation and Indigenous Engagement and ways in which this can be implemented across the museum.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>The incumbent will engage their peers, Indigenous partners, communities, and the Indigenous Advisory Panel when determining ways that RAM's organizational activities can foster and implement Indigenous ways of knowing and reconciliation.</p> <ul style="list-style-type: none"> - They will be able to work within RAM's fiscal constraints to meaningfully engage Indigenous stakeholders.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within 	<ul style="list-style-type: none"> - The incumbent will work with Indigenous communities to foster productive relationships often discussing and working through stressful and challenging situations. - The incumbent will work with established RAM staff and process to implement Indigenous feedback and ways of knowing.

		guidelines	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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