



EMPLOYMENT OPPORTUNITY

Indigenous Engagement Coordinator (12-Month Contract)

Do you have a passion for museums as agents of change? Do you want to work closely with museums and museum professionals to increase their sustainability and celebrate their innovative work? Do you excel in a team-based, collaborative environment in which you would provide support to the Alberta museum community? The Alberta Museums Association (AMA) is looking for a vibrant and dedicated individual to coordinate Indigenous Engagement Initiatives in support of Alberta's museum community.

Reporting to the Executive Director / CEO, the basic duties of this Indigenous Engagement Coordinator position includes*:

- Support and facilitate AMA Indigenous Engagement Initiative.
- Responsible for effective and efficient administration of AMA Indigenous Engagement Initiatives in collaboration with the Executive Director / CEO.
- Align AMA Indigenous Engagement Initiative with recommendations of the Canadian Museums Association's *Moved to Action Report* and the United Nations *Declaration on the Rights of Indigenous Peoples*.
- Support relationship building with Indigenous cultural centres, museums, and communities.
- Provide advisory services to the AMA membership.
- Participate in other AMA programs and services where applicable.
- Align with the [Adaptability End](#) "We will be responsive and innovative to provide priority services to our members in an environment of constant change."

Qualifications / Competencies:

Due to the nature of this position, the AMA will prioritize applicants with lived experience as a self-identified First Nations, Indigenous, Metis, or Inuit individuals.

- Post-secondary degree and / or certificate / diploma in related field, or equivalent experience
- Experience facilitating consultations and stakeholder engagement
- Strong working understanding of the Indigenous communities, cultures, and nations in what is now Alberta; including Treaties 4, 6, 7, 8, and 10, and the Metis Nation of Alberta
- Strong working understanding of the operating environments of museums / galleries
- Strong problem-solving skills and ability to manage multiple priorities
- Excellent oral and written communication skills
- Facilitation and community relations skills
- Good organizational, interpersonal, analytical, and time-management skills
- Thrives in a collaborative, team-based environment
- Flexible and adaptable with a sense of humour
- Driver's Licence and acceptable Driver Abstract

Location: Hybrid in Edmonton, Alberta, Canada**

The AMA is committed to fostering an equitable, diverse, and inclusive workplace that is free from harassment, sexual misconduct, and discrimination. We actively encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression.



The AMA is the provincial association of museums and museum professionals. We are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. The AMA leads, facilitates, and supports the province's museums through professional consultation, career development opportunities, award-winning publications, and grants funding. We work on behalf of a vital and engaged museum community in Alberta and collaborate with partners across Canada. For more information on the AMA, visit our website at museums.ab.ca.

Compensation Package: 37.5 hours per week. Compensation package includes annual salary range of \$45,000-55,000, access to benefits program, pension program, and professional development funds. This is a full-time, temporary role for approximately 12 months (anticipated start in October / November 2024).

Closing Date: Review of applications will begin **August 23, 2024**, and the position will remain posted until a suitable candidate is selected. Applications are only accepted via email. Please submit a cover letter and resume in PDF to:

Lauren Wheeler, Strategic Services Director, at hr@museums.ab.ca

The AMA thanks all applicants for their interest but only those selected for interviews will be contacted.

*Further information about the position is available on request, by email only.

**Further information about the AMA's hybrid workplace is available on request, by email only.