

# EMPLOYMENT OPPORTUNITY



## ***Curatorial Associate – Digital Assets***

### **About the Mi'kmawey Debert Cultural Centre**

The Mi'kmawey Debert Cultural Centre is a project mandated by all thirteen Mi'kmaw Chiefs and administered through The Confederacy of Mainland Mi'kmaq (CMM), one of two Mi'kmaw tribal councils in Nova Scotia. Currently engaged in both architectural and exhibition design for the future building at the Debert and Belmont archaeological sites, the Centre is a major initiative. The future MDCC will be an experiential cultural centre that will anchor Mi'kmaw culture and heritage sectors with more than 60,000 annual visitors, integrating community outreach and knowledge with robust educational and public programming. Since 2002, all thirteen Mi'kmaw First Nations in Nova Scotia have repeatedly affirmed the MDCC project and its mandate to protect the Debert ancestral sites, to return Mi'kmaw collections from across North America and to develop visitor and educational programming. From its inception, the MDCC Elders' Advisory Council along with the CMM have guided the project.

### **Position Overview**

The MDCC Curatorial Associate—Digital Assets will work with the Mi'kmawey Debert Cultural Centre (MDCC) curatorial staff on a wide range of curatorial activities to support the MDCC digital archive including growing metadata for the MDCC content management system; reconciling data configuration with the wireframes and design for the future MDCC digital portal, negotiating permissions with curating institutions; digital file management including implementing format, naming conventions, and the MDCC digital storage strategy; and supporting exhibition content development with digital assets.

### **Responsibilities**

- Growing digital curatorial records to support the development of the MDCC content management system and the future MDCC digital portal.
- Digital archive file management within the MDCC servers;
- Data entry in the MDCC content management system (SAAS: Qi);
- Digitization of documentary and photographic collections following MDCC standards;
- Description and research of significant cultural resources (oral historical, documentary, visual, multi-media, and artifactual); and
- Documentary, photographic, artifactual, and oral historical research as necessary.

### **Position Requirements**

- Bachelor's degree in history, Canadian Studies, anthropology, or related field (or a combination of work and knowledge equivalence),
- Training and/or experience in digital archiving, information management, or other data management.
- Minimum one-year experience working in a cultural or community research or community educational outreach environment.
- Interest in cultural heritage, digital collections and community engagement.
- Familiarity with a relational database use and design, as well as experience with digital archival records is essential.

## Position Requirements Continued

- Proficiency with the following programs is essential: Adobe Acrobat, Adobe Photoshop for image sizing and formatting (only), MS Excel and/or Google Sheets for data configuration and preliminary entry, and MS Word. Experience with Miro is an asset.
- Candidates demonstrating interest and competency will be trained.
- The individual will possess excellent attention to detail, strong writing skills and well-developed research strategies.
- Knowledge of and experience working with Mi'kmaw Elders and other community experts.
- Ability to work independently, prioritize and initiate work without direction.
- Must have a valid driver's license, vehicle, and ability to travel.

## Asset Qualifications:

- Fluency in the Mi'kmaw language, spoken and written.
- Knowledge of and experience working with Mi'kmaw historical and oral historical, ethnographic and/or archaeological collections.
- Knowledge of and experience with curatorial resource care and basic preservation practices for objects, multimedia, images, and documents.

## Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

**If you would like to join The CMM Family, please see below on how to apply for this position.**

Salary/Employment Term: \$39,000 per year. This is a 24-month contract position.

## Application Deadline: June 3<sup>rd</sup>, 2022

Submit Cover Letter AND Resume to:

**Human Resources**  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto:HR@cmmns.com)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted.** The successful candidate may be required to submit a current criminal record check. Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.*