



Laich-Kwil-Tach Treaty Society
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Laich-Kwil-Tach Research Centre Collections Manager Job Posting January 2020



The Laich-Kwil-Tach Research Centre houses files and documents important to Laich-Kwil-Tach history. Beginning in 1997, the repository has grown from a few files to hundreds of files, books, recordings, photos, family trees and maps. This large collection requires ongoing care and maintenance to ensure it remains a valuable resource to the Laich-Kwil-Tach communities.

We are seeking a motivated, self-starting, career-oriented person to fill the position of Collections Manager at the Laich-Kwil-Tach Research Centre. This important job requires the successful applicant to work with Elders, community members and other knowledge keepers to manage and continue to build the Research Centre. The Collections Manager must be dedicated to learning, in detail, Laich-Kwil-Tach history, family histories, research skills, cataloguing skills and you must be committed to building the collection of materials and documents. You must also be committed to sharing this history with other Laich-Kwil-Tach people.

The successful candidate must:

- Have a good working knowledge of Laich-Kwil-Tach history and territory
- Have a good working knowledge of the Laich-Kwil-Tach communities
- Be committed to working with all Laich-Kwil-Tach communities
- Be committed to the ongoing care and maintenance of the Research Centre
- Be committed to unbiased research and data collection
- Be committed to the growth of the Research Centre collection
- Support various research projects and goals for each community
- Be committed to language revitalization and support the program where needed
- Have experience in or be willing to learn new skills such as grant writing

- Be proficient in computer programs (MS Word, Excel, Photoshop, Family Tree Maker, etc.)
- Be willing to learn new software programs (PastPerfect, GIS)
- Have excellent interpersonal skills
- Be willing to work with other organizations and facilities as needed
- Be able to work independently
- Respect confidentiality
- Have a valid Class 5 Drivers License
- Be available for occasional travel
- Be available for and support meetings outside of regular work hours as required
- Be willing to move the Research Centre to its new location in 2020
- Education and experience commensurate with this position preferred

Please submit your resume, cover letter and references to info@lkts.ca by 4 PM on February 7, 2020. If you would like a copy of the job description please email info@lkts.ca.

This is a full-time position and a valid driver's license is required.