



Centre d'interprétation du site archéologique
Droulers-Tsiionhiakwatha
Archaeological Site Interpretation Center

Job offer: Director of the Droulers-Tsiionhiakwatha Archaeological Interpretation Centre

Want to combine a passion for history and dynamic team management?

The Droulers-Tsiionhiakwatha Archaeological Site Interpretation Centre (CISA) is looking for a leader to amplify the impact of our mission. The aim of this project is to promote the archaeological heritage of the Upper St. Lawrence and to highlight that of the First Nations, in collaboration with the Mohawk community of Akwesasne.

The centre is managed by a non-profit organization, the Aventuriers de l'archéologie dans le Haut-Saint-Laurent. It welcomes more than 8,000 visitors annually thanks to unique infrastructures and immersive activities such as public excavations and overnight stays in longhouses.

Job description:

The Executive Director will lead our operations with strategic vision and renewed energy, while developing educational and tourism programs for a wide audience.

Duties and Responsibilities:

As an Executive Director, you will be responsible for the following:

1. Board Support

- Work closely with the Board of Directors to develop and implement the Centre's strategic directions.
- Prepare and present activity reports and project proposals at Board meetings.
- Ensure strict application of policies and regulations.
- Actively participate in Board meetings, providing clear advice and analysis to support decisions.

2. Management and Administration

- Supervise and coordinate all CISA activities.
- Work closely with the Accountant to manage finances and the annual budget, including the preparation and presentation of financial reports for the Board.
- Ensure compliance with applicable standards and regulations.

3. Personnel Management

- Supervise a multidisciplinary team (guides, archaeologists, museum coordinators).
- Recruit, train, supervise and evaluate staff.
- Manage seasonal staff schedules and assignments.
- Ensure an inclusive, positive and safe work environment.

4. Infrastructure maintenance and management

- Oversee the maintenance and renovations of longhouses and other buildings.
- Plan and coordinate infrastructure improvements.
- Manage the maintenance of equipment and material resources.

5. **Public Relations and Promotion**

- Develop and maintain relationships with key partners, including the Mohawk Council of Akwesasne, the MRC du Haut-Saint-Laurent and other local organizations.
- Promote the CISA using various communication channels in collaboration with local tourism authorities: social media, website, brochures, and other promotional materials.
- Represent the center at meetings and conferences.

6. **Business Planning and Programming**

- Plan and organize educational programs, guided tours and special events.
- Collaborate with educators and experts to develop educational content tailored to different audiences.
- Evaluate and continuously improve the programs and services offered.

7. **Funding search and grant management**

- Identify and solicit funding sources to support the centre's activities and projects.
- Write grant applications and prepare reports for funders.
- Ensure rigorous management of the funds received.

8. **Operational and maintenance tasks**

- Supervise the personnel responsible for site maintenance.
- Effectively delegate maintenance tasks to guides and the archaeologist.
- Ensure optimal planning so that everyone participates in the maintenance.

9. **Other duties (as required)**

- Act as a guide-interpreter and ensure the animation of groups (school and general public)
- Perform all other related tasks

Training and skills required:

- University degree in management, history, archaeology or a related field
- Demonstrated leadership experience, preferably in a not-for-profit setting, with supervision of multidisciplinary teams.
- Strong cultural or museum project management skills.
- Proficiency of human and financial resources management.
- Knowledge of Indigenous cultures (an asset).
- Ability to build lasting partnerships.
- Bilingualism (French/English).

Leadership and operational management skills:

The candidate must demonstrate a proven ability to effectively lead a small team with limited resources. The role requires great flexibility and responsiveness to the unexpected in order to guarantee a quality experience for visitors.

Why join us?

At CISA, you will be part of a small, passionate team working to protect and pass on the region's unique cultural heritage. By collaborating with influential partners, you will contribute to the preservation of heritage for future generations.

Conditions :

- **Full-time:** 40 hours per week
- **Seasonal:** March 1 to November 30
- **Overtime possible if necessary to achieve objectives**
- **Place of work:** Saint-Anicet, Montérégie
- **Teleworking** outside the CISA activity period
- **Compensation:** Starting at \$30/hour

Ready to take on this challenge? Send us your application (CV and cover letter) by email before Friday, January 10, 2025 at 11:59 p.m. If you have any questions, contact Natalie Jacobs (natalie.jacobs@akwesasne.ca).