

**HAMLET OF CAPE DORSET  
EMPLOYMENT OPPORTUNITY  
CULTURAL CENTRE MANAGER**

**Kenojuak Cultural Centre  
Municipality of Cape Dorset  
Full Time Permanent Position  
Salary Commensurate with Experience  
Closing Date: Friday, July 19, 2019**

Under the general direction of the Hamlet of Cape Dorset Senior Administrative Officer, this position assists in management of all aspects of the Kenojuak Culture Centre activities and operations. These responsibilities broadly include coordination of public and community programs, building maintenance, financial management, public relations and institutional promotion within the West Baffin region, adjacent constituencies and beyond. The Cultural Centre Manager also coordinates with other Hamlet divisions and departments while functioning as the liaison for outside agencies and stakeholders. The candidate will be fully bilingual in conversational and written Inuktitut and English.

The responsibilities related to this position represent a specialized skill set associated with the management of a public, cultural institution. To address possible gaps in understanding, the successful applicant must be available to undertake training that comprises professional experiences in both Cape Dorset and locations in the south. This training may include several segments of travel and extended absences from Cape Dorset. Ongoing professional development will occur as needed.

The Kenojuak Cultural Centre is a 10,000-square-foot, state of the art facility opened in September 2018. The centre will house the West Baffin Eskimo Cooperative's Kinngait Studios along with exhibition and education spaces. The centre will also function as a community gathering hub and welcome centre for visitors to Cape Dorset.

This employment opportunity is open to all applicants. Job descriptions may be obtained by fax or email. Only those candidates selected for an interview will be contacted.

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