

Job Description

Position:	Heritage Manager
Term:	Permanent Full Time
Reports to:	JCCC Executive Director and the Vice President of Heritage

About the JCCC and the Heritage Department:

The Japanese Canadian Cultural Centre is a not-for-profit organization, whose motto, “Friendship Through Culture” informs all decision making and aspects of our organization.

The Heritage Department’s overarching goals are:

- To bring the story of Japanese Canadian heritage to a global audience, linking it with the greater narrative of the Japanese diaspora for broader awareness.
- To educate both general and specific audiences about our Nikkei history.
- To collect stories that illustrate the Nikkei experience from the late 1800s to current times.

Roles and Responsibilities:

The Sedai Project

The Sedai Project is an effort to collect and preserve the stories of Canadians of Japanese ancestry for all future generations.

The Heritage Manager will

- Oversee the Sedai website which houses all the data
- Keep information (i.e. new interviewees) up to date with the changing demographics of the Nikkei community,
- Upload new data,
- Ensure its accessibility to users.
- Work with a contracted digital archivist to ensure data is safely backed up

Finance

- Work with various committees to budget for Heritage needs annually.
- Assist with the acquisition of grants specifically for Heritage projects and execute the project plans when grants are successful

Programs/Exhibits/Public Programs

- Work with the Heritage Archive and Collections Manager to plan and curate small temporary exhibits
- Work with contracted curators to plan and curate permanent exhibits

Community Outreach

- Community outreach through the promotion of our educational programming
- Establishing and sustaining global connections with other Japanese cultural centres
- Planning and implementation of Heritage-related displays and events,
- Keeping material current on the JCCC website,
- Contribute articles to monthly JCCC newsletter as well as non-JCCC publications

Job Requirements:

- A post secondary degree or diploma with preference given to candidates whose studies were in Museum Studies, History/Heritage, Education, Communications, or Arts and Cultural Management
- Demonstrated experience in project/program management and juggling multiple priorities.
- Well-developed communication skills, including public speaking, writing, and interview skills.
- Ability to communicate and build rapport with a wide range of ages, businesses, and community groups, in a professional and amicable manner. Ability to speak Japanese is an asset, but not essential.
- Demonstrated ability to collaborate effectively. Some experience with volunteer management an asset.
- Excellent research skill. Self-motivated and detail oriented.
- Facility with technology. Experience with Wordpress website management and database management, working knowledge of graphic design software an asset.

To Apply

Please email cover letter and resume to Executive Assistant, Sandy Chan by Friday, August 31, 2018.