



Sesquicentennial Totem Project Manager - Part Time, Ten Month Term Position

The City of Duncan Tourism Totem Sub-committee (City) invites applications from candidates with the proven skills, qualifications, and abilities for the temporary contract position of Sesquicentennial Totem Project Manager.

The Sesquicentennial Totem project will add a new totem to the renowned collection in celebration and recognition of Canada's 150th anniversary. The totem will take shape throughout the year leading up to Canada's 150th anniversary. Under the design and artistic supervision of a First Nations master carver, it is anticipated that the totem will be carved over a period of several months in a central, secure and highly visible location in downtown Duncan, so that the public could view the carver at work and watch the totem progress. Opportunities to participate in the carving process would be available to schools and community groups, and the totem would travel to at least 4-5 community events throughout the year to engage even more of Cowichan's communities and residents in the project. Upon completion, the Project Manager will work with the Totem Committee organize a public traditional ceremony to unveil, raise and bless the totem.

The Project Manager will be responsible for organizing all aspects of the totem pole carving including coordinating the totem pole carver's schedule, organizing the transportation of the pole to 4-5 community events, undertaking outreach to schools and community groups, coordinating advertising and promotion of the project, organize project volunteers, liaison with Cowichan Tribes to coordinate various aspects of the project and working with the Totem Sub-Committee to organize the unveiling celebration. The Project Manager will be responsible for managing the project budget, timeline, and resources.

Necessary skills and qualifications include:

- Proficiency and proven experience with project management and event coordination
- Ability to work independently and exercise good judgement
- Excellent organizational skills and the ability to manage multiple priorities
- Ability to establish and maintain effective working relationships
- Ability to be polite, tactful and courteous in dealing with the public
- Knowledge of First Nations' protocols
- Professional appearance and demeanour

The project manager will report to the Corporate Services Coordinator who will be the liaison with Totem Sub-Committee. The Project Manager will meet with the Totem Sub-Committee at their discretion or as requested by the Project Manager.

This is a contract position for a total of \$15,000 to be completed in 10 months (approximately \$1,500 per month).

You are invited to submit your resume, covering letter and 2 references, by **4:00 pm October 31, 2016** to the attention of Human Resources at HR@duncan.ca

We thank all applicants, but only those being considered for interviews will be contacted.