

**POSITION DESCRIPTION****Culture and History Director****SUMMARY/OBJECTIVE**

Provide program management and direction for Sealaska Heritage Institute's program of ethno historical, cultural anthropological, and social scientific research into topics of SE Alaska Native history; sacred and historic sites documentation; subsistence practices; repatriation; and traditional cultural practices, values, beliefs, and knowledge in a wide variety of areas. Projects may be developed in response to specific issues of public interest related to the sustainability of traditional cultural practices in the Native communities of SE Alaska. Research results will be presented in reports and other media such as web sites that are scholarly in style but are also accessible to the public. Provide program leadership in coordination with other departments; outside entities such as government agencies, and tribal organizations; and with professional organizations and scholars.

**ESSENTIAL FUNCTIONS**

1. Direct and supervise complex anthropological and ethnographic documentation projects involving documentary, ethnographic fieldwork, and semi-structured and oral history interviewing on a wide variety of topics involving contemporary peoples and communities, their recent past, and their traditions.
2. Lead, oversee, and direct research projects using rigorous social scientific research approaches and techniques.
3. Collect subject-matter information, texts, photographs, and other materials in the areas of Tlingit, Haida and Tsimshian culture, history, art, and science; and assist in developing educational materials to support exhibits.
4. Collaborate with SHI team members and external partners to integrate research and curriculum development.
5. Prepare research reports, grant reports, articles for professional journals, and publicity materials.
6. Administer and manage grants, monitor technical progress and grant expenditures for individual projects, track project timelines, schedules and budgetary expenditures, and prepare narrative and financial grant reports.
7. Supervise and assist in the development of grant proposals and budgets.
8. Supervise professional staff in the conduct of research programs and activities, and in language revitalization.
9. Other duties as assigned.

## **COMPETENCIES**

- Extensive knowledge of Northwest Coast Culture.
- Knowledge of ethnohistorical and ethnographic research methods and field data, and collection procedures.
- Knowledge of cultural resource preservation laws and strategies.
- Demonstrated effective verbal, writing, and interpersonal communication skills.
- Demonstrated ability to manage multiple projects and activities.
- Direct experience managing budgets.
- Strong organizational and planning skills.

## **SUPERVISORY RESPONSIBILITY**

This position will supervise several staff members.

## **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

## **WORK DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

## **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm.

## **TRAVEL**

Occasional.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Ph.D. in Anthropology or related field
- 5 years of professional work



## **PREFERRED EDUCATION AND EXPERIENCE**

- Expertise in Northwest Coast Culture
- Demonstrated proficiency in cultural resource preservation laws and practices including, but not limited to, the National Historic Preservation Act and the Native Graves Protection and Repatriation Act
- Ability to design and conduct cultural anthropological research as demonstrated by the production of project-related papers and reports

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

