



HERITAGE PLANNER- COLUMBIA BASIN TRUST REGION JOB DESCRIPTION 1 FTE, 35 HRS/WEEK

Employed by Heritage BC and working out of the offices of the Columbia Basin Trust (CBT) in Castlegar, BC, the Heritage Planner position reports to an off-site supervisor - the Executive Director of Heritage BC (Vancouver BC). This position will provide much needed support to heritage, museums and archives clients located in the Columbia Basin Trust Region. Currently this position is funded for 3 years.

The Heritage Planner will work with Heritage BC, and in collaboration with the CBT Director, Delivery of Benefits, to develop and execute a workplan, including goals, timelines and measures, that will assist the Columbia Basin Trust in reaching its goals to support heritage, museums and archives. The Heritage Planner will prepare regular reports outlining deliverables and measures.

Skills Training and Community Development

The Heritage Planner will strengthen the Basin heritage, museum and archive sector by addressing skills and professional development through advisory services, mentoring and training opportunities. These will focus on community heritage planning, built heritage conservation, museums and archives, grant writing and other needs as identified by the heritage sector. The Heritage Planner will:

- Deliver advisory services, in-person workshops and online webinars throughout the Columbia Basin Trust region; the Heritage Planner will partner with other organizations and existing delivery agents to maximize heritage, museums and archives education opportunities, such as conferences and workshops;
- Identify consultants and other resources that will support the work and development of heritage organizations and museums, as needed;
- Develop an inventory of funders and grant-writing resources to support the financial well-being of the heritage and museum sector;
- Develop, promote and implement local government engagement plans, including values-based community heritage and museums and archives best practices.
- Monitor and advise on the full range of local government heritage, planning issues, such as heritage alteration permit review processes, community heritage registers and heritage designation; The Heritage Planner will understand and work collaboratively to resolve challenges, such as building codes, municipal registrations, etc.
- Monitor and advise on the full range of museums and archives planning, policy and practices, such as acquisition, repatriation, de-accessioning of artifact and archival materials, collections management, museum & archives conservation issues, exhibition and programming design, visitor services etc.
- Develop and implement annual Heritage BC / Columbia Basin Trust program evaluations.
- Organize & coordinate an annual Columbia Basin Heritage Conference.

Financial Oversight

- Prepare financial reports to HBC and CBT, as required;
- Administer and maintain all records for any fund programs that fall under the responsibility of the Heritage Planner.



Communications

As the regional representative for the Columbia Basin Trust and Heritage BC, and in consultation with CBT communications department, the Heritage Planner will:

- Support online interactive networking and information-sharing opportunities for the heritage and museum sector, including, but not limited to electronic message boards and online libraries.
- Write articles for publications, including HBC and CBT Annual Report and annual State of Heritage in B.C. Report.
- Contribute to regular Heritage BC and Columbia Basin Trust electronic newsletters, website, Facebook and other online social networking.
- Contribute to other communications tools including promotional posters, organizational website, and media releases.
- Develop and support programming in the Basin around annual Heritage Week theme.

Columbia Basin Trust Heritage Grant Program

- Provide support for applicants Columbia Basin Trust Heritage Grant program.
- Maintain complete records of grants and related business;
- Prepare regular summary reports for HBC/CBT as requested;
- Update and maintain Grant Award Agreements and Agency Agreements of successful applicants;
- Prepare, record and track grant payments and outstanding agreements;
- Monitor and report on funded projects;
- Prepare reports for grants committee and board meetings;
- Coordinate and attend Columbia Basin Trust Heritage Grant meetings and other meetings as required;
- Prepare and distribute press releases on successful grant applicants;

Other

- Perform other tasks as required by the ED

QUALITIES:

The role is multi-faceted and requires a self-motivated, highly organized, resourceful, entrepreneurial and analytical personality. You have the following qualities:

- Ability to work independently and meet deadlines;
- Leadership capabilities with good listening and problem-solving skills;
- Self-motivated and achievement orientated;
- Highly developed interpersonal, communication, presentation, and negotiation skills;
- Ability to impact and influence others;
- Demonstrated ability to work as part of a team;
- Demonstrated collaborative approach to unify people through shared goals.

REQUIREMENTS:

- University or college level degree, diploma or professional certificate in municipal or heritage planning, architecture, environmental design, cultural resource management, or museum and archival studies; or suitable combination of education and relevant experience;

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- Demonstrated experience in the use of technology including webinar platforms, Adobe software and advanced Excel skills;
- Knowledge of heritage conservation, museums, archives and knowledge of First Nations heritage;
- Strong writing and presentation skills;
- Exceptional relationship building competence;
- Strong financial review skills;
- Proven organizational skills;
- Political acumen;
- Valid driver's license / willingness to travel / access to or ownership of car;
- Legal right to work in Canada.

ASSETS:

- 3-5 years working in the heritage planning, heritage conservation field and/or working with museums and/or archives
- Registered or suitable to be registered with the Canadian Association of Heritage Professionals or other appropriate professional associations (PIBC, AIBC)
- Knowledge of BC planning and related legislation and proven experience working with it.

COMPENSATION:

Compensation will be commensurate with experience and qualifications. Vacation, health and retirement benefits are provided. Travel expenses provided.

WHO WE ARE:

Heritage BC is a charitable nonprofit supporting heritage conservation across British Columbia through advocacy, education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund. We are passionate about building links between heritage conservation and tourism, economic and environmental sustainability, community pride and an appreciation of our common history. Visit www.heritagebc.ca to find out more.

Columbia Basin Trust supports the ideas and efforts of the people in the Columbia Basin. We take our lead from residents and communities. Whatever the situation calls for, we adapt our role: from providing resources, to bringing people together, to leading an entire initiative. The Trust is here to offer experience and support to all Basin residents. While our range of services, programs, initiatives and financial investments is extensive, our purpose is straightforward: we exist and act for the social, economic and environmental well-being of the Basin—now and for generations to come.

APPLICATION DEADLINE: the posting will be open until the position is filled.

Submit cover letter and resume to: columbiabasin@heritagebc.ca.

We thank you for your submission. Only those applicants who have been shortlisted will be contacted. Please no phone calls.