

ILLUSUAK CULTURAL CENTRE MANAGER

Department: Language, Culture & Tourism

Term: Permanent Full-time

Community: Nain

Closing: March 16, 2026

Responsibilities:

- Ensure that Inuit Culture and values are embedded into the everyday operation of the Illusuak Cultural Centre
- Develop and implement a marketing and promotion strategy for Illusuak
- Develop and implement the annual work plan for Illusuak programs and services
- Prepare and manage the annual operational budget
- Develop guidelines and best practices for hosting visitors and the interpretation of exhibits
- Supervision of staff which includes but not limited to assigning duties, ensuring proper workflow, continuously monitoring employee performance, identifying areas of improvement, and providing training and overseeing the orientation of new employees
- Plan and coordinate the scheduling of programs and services for Illusuak,
- Work with the Tourism division for the coordination of visits by tourists from cruise ships
- Develop and host travelling Illusuak programming/ exhibits in other Labrador Inuit Communities
- Develop proposals to secure external funding for the operation of Illusuak and cultural programs, complete report writing and evaluation of such programs.
- Schedule cleaning to ensure the exhibits and building is organized, clean and preserved
- Work with the Maintenance team to schedule regular building maintenance and report building issues when they arise
- Oversee the contract for the Café Operator by ensuring they are abiding by their contractual obligations
- Provide monthly activity reports to the Director of Culture

Qualifications:

- Diploma in Community Studies with 5-10 years of related experience. A combination of relevant education and/or personal and professional experience will be considered.
- Demonstrate strong planning and coordination skills
- Understanding of Labrador Inuit culture and of the five Labrador Inuit communities;
- Ability independently and with little supervision, prioritize and meet deadlines, handle multiple and varied tasks;
- Excellent written and analytical skills including report and proposal writing;
- Excellent computer skills (Microsoft word, Microsoft excel)
- Excellent communication and interpersonal skills, including the ability to communicate effectively with persons of a wide variety of backgrounds and skills, including, but not limited to, community members, researchers, government agencies, internal staff, external working groups and others;

Benefits:

- Competitive Paid Leave Package
- Travel Benefit
- Labrador Allowance
- Group insurance including health and dental
- Group pension

Responsibilities:

- Responsible for the management and administration of tenants in the Illusuak Cultural Centre
- Develop strong community relationships and partnerships to support programming and events
- Provide coverage for the Illusuak Cultural Centre Assistant as needed to ensure that the building will remain open during public hours or when hosting programs and events
- Understand building codes and occupational health and safety requirements for public buildings and ensure they are followed
- Participate in training opportunities that contribute to professional growth
- Travel will be required
- Other duties as required.

Assets:

- Bilingual in Inuktitut and English

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

ILLUSUAK PIUSITUKAIT KATIN- GAVINGANI ANGAJUKKÂSAK

suliaKapvik: IlukKusiliginnimmut, Pinguanimmut, Niuggutiliginimmulu

Kanga: SuliatsaKainnaluni

Nani: Nainimi

killilipvinga: Mertz 16, 2026

kamagijatsat:

- kamatsianiKagiaKajuk Inuit IlikKusinginnik amma ikKanat-tuk sollu ilann Katigek kKitausimajunnit ullu tamât kamalluni Illusuak piusituKanginnimik katingavingani
- SakKititsiKattaluni amma kajusinningit piusituKaujunik aullaigiamik amma pivalliagutitsanillu piusigijaugialinnik Illusuami
- SakKititsiKattaluni amma atuttaugialinnik j ri tamât pann-aigutinnik illusuamut attutauniattunik amma kiggatotinnik
- PannaiKattaluni amma aulataugutinginnik J ri tamât atut-taugialinnik kenaujalitt junut
- ÂkKisigialik piusiuunit amma piunitsanik ottugalluni atuniattanginnik pulâgiajunut amma uKattiusongulluni KaujitsiKattaluni Kaujimajaugialinnik
- AulatsiKattaluni suliaKattinik t vatuaq t kkuatolungitogal-uaq ikajuttinik suliaKattunik, suliaKatsiaKattaluni pitsialuni, kamaKattaluni suliaKajunik Kanuk pitsiaKattamangânnik, piusititauvalliagialinnik kamaKattaluni, amma ilinniati-taugianinnik ilinniatisiKattaluni amma kamaKattaluni suliatsat simajunik
- PannaisiaKattaluni amma aulatsisiaKattaluni ikajosingani amma kiggatotinik ilingajunik Illusuami
- SuliaKattiKalluni niuggutuligijinnimik kamagijaupvingani aulatsisiaKattaluni pulâgiattunik niuggusimajunik tikitau-majunik pujulikkunit
- ÂkKisiKattaluni amma sakKititsiKattaluni aullasimajunik Illusuami atuttaugialinnik/sakKititausimajunik Labrador Inuit nunalinni
- ÂkKisiKattaluni Kinugautinnik paigitsiallugu kenaujaliugu-titsait kamagiamut Illusuak amma ilikKusiligijet kamagijau-jut, allasimajunit piusiusimajunit amma atuttaugisimajunit allaKattaluni
- PannaigutiKalluni salummasaigiamik takugatsanginnilu salumatitsiKattaluni, salumajutillugu amma piulimajaut-siaKattaluni

Ilisimausigigialingit:

- nalunaikkutaKalluni nunaliujuni ikajutjituinnimik 5-10 jârini suliaKasimagelluni atjinganik, upvalu tamakkua atjinginnik ilinniagutiKasimalluni ilisimautiKallunilu
- allasiasongujtsak pitsatujummik pannaigutiKalluni amma piujumik atuinnaguttisongugiamik
- Tukisisimatsialuni Labrador Inuit ilukKusinginnik amma tallimanit Labrador Inuit nunanginni
- PisonguniKalluni imminek suliaKasongulluni, suvulliutitsasongulluni amma nâninganit suliap Kaujimatsialuni, unuttunit sulianit kamasongulluni
- Piujumik allasiasongulluni amma kamatsiasongugiamut pisonguniKalluni, Kaujisitsiutimmit amma Kinugautinik allasiasongulluni
- Piujunik Kagitaujagut Kaujimatsialuni (Taijausonik Microsoft Word, Microsoft Excel)
- Piujumik uKalatsiasongulluni amma UKattiusiasongulluni, ammalu UK latsiasongulluni atuliaKittisiasongulluni kinakkutuinnanik sugalatsiasonit amma pisongunguliguni, ilagiallugit t vatuaq t kkuatolungitogaluaq. Nunalinni ilaliugutilinnik, KaujisautiKasimajunik, kavamaup ikajuttinginnik, suliaKapvinnitunut iluani, asinginnulu suliaKattinut katingaKatigeKattajunut asinginnulu

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi
- katingautik utittitaugutik InutuKaunimmut

kamagijatsat:

- SuliaKattiKatsiasongulluni sanagi alligijinnik KaujitsiKattaluni kKisottaugialinnik siKumisimajunik sunagalannilu Kaujimajaugialinnik illusuami
- kamasongulluni angiKatigegutinnik Caf suliaKatinginnut nalautsittillugit maligatsanginnik pijaugialinnit
- TakKi tamât allasimajumit atuttausimajunit âtsiKattaluni aulatsijimmut ilukKusiligijennut
- kamagialik aulataugutinginnik amma aulatsijiuluni illusuami ilukKusiligijenni suliaKapvingani
- sakKitsiKattaluni pitsatujunnik nunalinni ilagitsianiaturuk amma ikajuttisannik ikajuvalianiattunik ikajotiugunnat-unutamma ilijausimajunnit
- SakKij titsiluni kamatsialuni illusuak piusituKanginnik katingavingani ikajuttinik pigunnaguni kamagillugit illusuak ammasainnaniattumik inunnut atuttaunianinga upvalu sakKijâtsisiliguni suliangujunit amma ilijausimajunit
- Kaujimanikalluni illup maligatsanginnik amma naitaut-tailigialinnik inositsiaginimmut amma Kanuittailigutisanginnik Inunnut illumejunut amma maligatsanginnik maligialet
- IlauKatauKattaluni ilinniagiaKaguni ikajuniattunit suliamminik
- AulatsiKattaluni pigiaKaliguni
- Asigiallanginnik tamakkua atjinginnik suliaKaKattaluni pigiaKaliguni

Ikajuttauvaliutigigajattanga:

- Tamâginnik uKâlasongulluni Inuktitut Kallunâtitullu

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliasasiuttunik tavatuak pigumajauluaKattatuk ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliasasiugutimilonnit ottugannimi.