

JOB DESCRIPTION

Position	Heritage Manager
Department	Heritage & Culture
Reports to:	CAO
Wage Rate/ Range	\$80000 to \$90,000 Annual
Status	Full time - Permanent
Location	Atlin, BC
Date Created	XX
Date Last Revised	August 24 2026
Approved By:	CAO

POSITION SUMMARY

The Heritage Manager is responsible for leading the Taku River First Nation's heritage department and protecting, managing, documenting, and promoting the Nation's cultural and language heritage, archaeological resources and records, traditional knowledge, cultural landscapes, and heritage sites within its traditional territory.

The position works closely with Elders, Knowledge Keepers, Citizens, leadership, Lands and Resources staff, consultants, governments, industry, archaeologists, and other external partners to ensure that heritage resources are managed in accordance with the Nation's laws, policies, cultural protocols, priorities, and rights.

The Heritage Manager will support the protection of cultural heritage while making recommendations with respect to responsible land-use planning and development and ensuring the protection of heritage sites, artifacts and records. The position requires strong cultural awareness, knowledge of heritage management practices, excellent communication skills, and the ability to work both independently and collaboratively in office and field environments.

DUTIES AND RESPONSIBILITIES

1. Heritage Department Management

- Develop, implement, and maintain the First Nation's Heritage Department.
- Develop annual work plans, priorities, budgets, and department objectives.
- Establish and maintain heritage management policies, procedures, standards, and protocols.
- Provide regular reports and recommendations to senior management and leadership.
- Manage heritage department budgets, contracts, consultants, and service providers.
- Maintain accurate and confidential heritage records and databases.
- Identify funding opportunities and prepare or support grant and funding applications and provide required reporting.

2. Cultural Heritage Protection

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- Lead initiatives to identify, document, protect, and manage cultural heritage resources within the Nation's traditional territory.
- Work with Elders and Knowledge Keepers to identify culturally significant places, landscapes, archaeological sites, burial areas, traditional-use areas, and other heritage resources.
- Support the development and implementation of cultural heritage protection measures.
- Ensure cultural information and traditional knowledge are handled respectfully and according to applicable cultural protocols and confidentiality requirements.
- Support the development of inventories, mapping, databases, and other heritage management tools.
- Work with museums, universities and NGOs to explore student placements, internships and work exchange opportunities.

3. Archaeology & Heritage Assessments

Oversee and participate where appropriate in the departmental responsibilities as follows:

- Review archaeological and heritage assessments submitted by proponents, consultants, governments, and other organizations.
- Coordinate archaeological investigations and heritage fieldwork on behalf of the Nation.
- Review archaeological permits, reports, site records, impact assessments, and proposed mitigation measures.
- Monitor archaeological and heritage projects to ensure that approved methodologies and Nation requirements are followed.
- Participate in field inspections, site assessments, cultural monitoring, and heritage surveys as required.
- Provide technical advice to the Lands and Resources Department on archaeological and heritage matters.

4. Land Use & Development

- Participate in land-use planning, environmental assessments, permitting, and development review processes.
- Review proposed projects for potential impacts on cultural heritage and culturally significant areas.
- Provide heritage-related recommendations to leadership and internal departments.
- Work with proponents to develop appropriate avoidance, mitigation, monitoring, and protection measures.
- Participate in discussions and negotiations with industry, government agencies, municipalities, and other organizations regarding heritage protection.

5. Cultural Knowledge & Community Engagement

- Build strong relationships with Elders, Knowledge Keepers, Citizens, families, and community members.
- Support community-based heritage initiatives and cultural education programs.
- Organize community engagement sessions, workshops, cultural events, and information sessions.

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- Support the documentation and transmission of cultural knowledge in accordance with community protocols.
- Ensure that the perspectives and priorities of Citizens are incorporated into heritage planning and decision-making.
- Support opportunities for youth and community members to participate in heritage activities.
- Participate in planning for Cultural Centre display and performance facilities and areas.
- Support and promote the revitalization of Tlingit language and artistic expression.

6. Heritage Department External Relations

Oversee and participate in with other related managers and technicians where appropriate the Nation and departmental responsibilities as follows:

- Act as the primary heritage contact for the First Nation with relevant provincial and federal agencies.
- Build and maintain relationships with archaeological consultants, municipalities, industry, neighbouring First Nations, museums, universities, and heritage organizations.
- Participate in technical working groups, committees, consultation processes, and intergovernmental meetings.
- Represent the First Nation at heritage-related meetings and forums as directed.
- Monitor changes to provincial and federal heritage legislation, regulations, policies, and industry standards.
- Participate and support repatriation of artifacts to TRTFN and plan and coordinate safe storage and display areas.

7. Heritage Monitoring & Compliance

Oversee and participate where appropriate in the departmental responsibilities as follows:

- Develop and implement heritage monitoring programs.
- Conduct or coordinate field inspections and monitoring activities.
- Document potential impacts, unauthorized disturbance, damage, or loss of heritage resources.
- Maintain records of heritage incidents and recommend appropriate follow-up actions.
- Coordinate with relevant authorities where heritage resources may have been damaged or unlawfully disturbed.
- Support the development of procedures for responding to unexpected archaeological or cultural discoveries.

8. Data, Mapping, Records, and Asset Management

Oversee and participate in where appropriate the departmental responsibilities as follows:

- Maintain confidential heritage databases, site inventories, maps, photographs, reports, and other documentation.
- Coordinate the use of GIS and mapping tools to support heritage management.
- Ensure sensitive cultural information is appropriately protected and access is controlled.
- Develop reporting systems and dashboards where appropriate.

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- Ensure heritage records are organized and maintained in accordance with First Nation policies and applicable legal requirements.
- Ensure asset control over and safe management of all Heritage Department equipment.
- Ensure the principles of OCAP are followed in department work.

9. Staff & Contractor Supervision

- Recruit with the collaboration of the HR Manager, supervise, train, and provide direction to heritage department staff and contractors.
- Develop department work plans and oversee the development of and approve technician prepared work plans and assign department priorities and responsibilities.
- Coordinate contractors, archaeologists, consultants, and technical specialists.
- Review deliverables and ensure work is completed to appropriate professional and community standards.
- Promote a respectful, culturally safe, collaborative, and professional workplace.

10. Policy, Law & Governance

Oversee and participate in where appropriate the departmental responsibilities as follows:

- Support the development and implementation of First Nation heritage laws, policies, protocols, and procedures.
- Provide advice to leadership regarding heritage-related risks, opportunities, and decisions.
- Support the Nation's efforts to exercise its rights, title, jurisdiction, and responsibilities relating to cultural heritage.
- Ensure department activities align with the Nation's strategic priorities and governance framework.
- Monitor relevant changes in provincial and federal heritage legislation and policy.

EDUCATION

- Degree or diploma in Archaeology, Anthropology, Indigenous Studies, Heritage Conservation, Cultural Resource Management, Environmental Studies, or a related field.
- Equivalent combination of education, training, and relevant experience may be considered.

EXPERIENCE & KNOWLEDGE

- Minimum 3–5 years of experience in heritage management, archaeology, cultural resource management, Indigenous heritage, land-use planning, or a related field.
- Experience working with First Nations, Indigenous communities, governments, industry, or archaeological consultants is strongly preferred.
- Knowledge of Tlingit culture, heritage, governance systems, history, and language would be a strong asset
- Experience managing projects, budgets, contractors, and consultants.
- Experience developing proposals for funding, research, and completing related reporting.
- Experience conducting or coordinating archaeological or heritage fieldwork.
- Experience reviewing technical reports and assessments.
- Experience working with GIS, heritage databases, or mapping systems is an asset.

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- Experience working respectfully with Elders, Knowledge Keepers, and community members is highly valued.

COMPETENCIES

Skills including:

- Organizational planning and implementing programs and events.
- Maintaining detailed records and databases.
- Interpersonal and communication skills.
- Knowledge of heritage preservation and conservation techniques.
- Fundraising and budgeting skills.
- Motivating and managing a diverse team.
- Public relations and marketing including using social media and other digital platforms to raise awareness.
- Problem-solving skills.

POSITIONS SUPERVISED

Heritage staff both short term, long term, and contract, including field technicians, research technicians and consultants, archaeologist, archivist, language and cultural staff, exchange and internship placements, cultural monitors, and other department personnel and contractors as required.

TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath)

CONDITIONS OF EMPLOYMENT

- Valid Class 5 driver's licence or equivalent may be required.
- Ability to travel throughout the traditional territory.
- Ability to pass any required criminal record or vulnerable-sector checks, where applicable to the position.
- Willingness to participate in job-related training and professional development.
- Knowledge of the First Nation's language is considered an asset.
- Preference may be given to qualified First Nation Citizens and Indigenous applicants, consistent with applicable law and the Nation's employment policies.

WORKING CONDITIONS

- Work is performed in both office and field environments.
- Regular travel throughout the First Nation's traditional territory may be required.



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- Fieldwork may involve remote locations, uneven terrain, forests, waterways, and changing weather conditions.
 - May require occasional evening, weekend, or extended hours for community events, field activities, or urgent heritage matters.
 - The position may involve handling sensitive cultural information and requires a high degree of confidentiality.
 - A valid driver's licence and ability to operate or travel in a 4x4 vehicle or helicopter may be required.
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