



TITLE: Heritage Policy & Research Lead
POSITION STATUS: Part-time Staff (0.4-0.6 FTE in 2023/2024)
REPORTS TO: Programs & Partnerships Manager (supported by Executive Director)
SALARY: FTE \$45,000 – 65,000
POSTING DATE: September 1, 2023
CLOSING DATE: September 21, 2023
TARGET START DATE: October 12, 2023

ORGANIZATIONAL OVERVIEW

Edmonton Heritage Council (EHC) is a not-for-profit organization with a mission to connect people to the stories of our city through EHC's leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage.

POSITION SUMMARY

The EHC is seeking an energetic and engaged staff team member in a Heritage Policy & Research role to support [Connections & Exchanges: Edmonton's 10 Year Arts and Heritage Plan](#). The role would also conduct policy and research development in the heritage sector in Edmonton and as it may relate to regional, national, and international policy. This is initially a part-time position in 2023 and 2024 with potential for increased FTE. EHC also welcomes interest from contractors who can establish and advance the related work for EHC, given related experience and expertise.

The Heritage Policy & Research role requires experience (including related education) and ideally interest in a range of heritage-related policy, including Indigenous cultural policy, historic urban places, and landscapes (including related planning, preservation issues), heritage institutions such as museums, archives, and societies, as well equity, diversity, and inclusion in heritage policy, all of these essential to Edmonton's vitality as a city within the Treaty 6 and metropolitan region.

Overall, the ideal candidate has an appreciation for the role of policy in helping EHC strengthen its capacity in supporting a healthy heritage and cultural ecology in Edmonton, as envisioned in *Connections & Exchanges*. Such a candidate will have experience and capacity to work on a range of inter-related heritage policy areas and building relationships with stakeholders within the city and region. They will support EHC leadership, programs, and administration effectively working within a collaborative environment.

As a part-time staff or contract position, a flexible work schedule is accommodated through EHC's remote work policy.

KEY RESPONSIBILITIES

- Work with EHC and community contacts to incorporate heritage into city strategies and planning, such as neighbourhood renewal initiatives, heritage interpretation/conservation policy, and special projects.
- Support EHC's work with stakeholders such as City of Edmonton and Edmonton Historical Board to develop heritage policy that helps guide the Edmonton's heritage activities, including interpretation, naming, commemoration, participation, built heritage, boards and committees, facilities, and collections.



- Support research and policy development that encourages active civic engagement and participation in cultural activities, including a definition of civic vitality that includes culture and heritage as a valued component.
- Liase with *Connections & Exchanges* partners (Edmonton Arts Council, ArtsHab Edmonton, City of Edmonton) on heritage related planning and policy development: social, environment, economic, and cultural.
- Advance EHC research initiatives including supporting sector intelligence gathering (EHC partnerships in progress) on perceptions, values, and awareness regarding heritage; related socio-economic research.
- Support development of an Alberta heritage places network initiative, working with regional partners in Alberta.

QUALIFICATIONS

- Completion of a post-secondary degree or diploma in one or more of the following: cultural policy, general history, urban planning, museum studies, or a related field
- Minimum 2-3 years' related working experience
- Knowledge of Edmonton's history and heritage
- Experience working with database or archives management

Assets

- Familiar with the [emerging "heritage reset framework"](#) and related developments in heritage research and policy practice.
- Familiarity with the City of Edmonton's Heritage Places (Historic Resources Management) Program and related planning processes,
- Excellent command of written and spoken English
- Familiarity with the 'Standard & Guidelines for the Conservation of Historic Places in Canada,' 'Statements of Significance,' and the Evaluation process
- Familiarity in national organizations such as the National Trust for Canada
- Strong and creative research, information skills;
- Familiarity and proven ability and skills with MS Office and content management systems;
- Excellent communication skills and the ability to develop relationships with varied audiences in the community;
- May be a member of C.A.H.P. (Canadian Association of Heritage Planners) or other similar professional organization(s)

Interested candidates, please email cover letter and resume as a [single PDF attachment](#) by 4:00 PM on Thursday, September 21, 2023, to:

Ann Mary Babu, Human Resources & Operations Manager

Email: ambabu@edmontonheritage.ca



EHC is an equal opportunity employer. We encourage diversity and welcome applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two weeks of the closing date.