



Saskatchewan Indigenous Cultural Centre

305-2555 Grasswood Road East
Saskatoon, SK S7T 0K1

POSITION DESCRIPTION

Job Title:	Inventory Controller	Reports to:	Manager, A/V Services
Job Classification:	Temporary Full-time (6 weeks)	Salary Range:	TBD

Job Summary:

The Inventory Controller will be responsible for documenting, interpreting and providing inventory controls to collections of artifacts, and/or pieces of cultural heritage. The Inventory Controller will be responsible for the overall inventory management of the SICC Collection.

Roles and Responsibilities:

- Sort and organize current collection items and artifacts
- Photograph and catalogue current collection items and artifacts
- Under guidance, develop and implement policies related to collections
- Research appropriate storage materials required for storage of current collection items and artifacts

Qualifications:

- Fluent in one of the Saskatchewan First Nation languages
- Extensive knowledge of First Nation cultures, histories, protocols and practices
- Proficient in the Microsoft Office suite of programs; familiar with database systems

Knowledge, Skills and Abilities:

- Proficient with related software
- Accuracy when cataloging items
- Knowledge of documenting and labeling artifacts
- Excellent research skills

All interested individuals should forward a cover letter clearly demonstrating how they meet the requirements of the position, a current resume and three references no later than **September 29th, 2017 at 4:00 pm**. Fax all documents to 306-955-3577 or e-mail to hr@sicc.sk.ca.

Saskatchewan Indian Cultural Centre
Attention: Human Resources
305 – 2555 Grasswood Road East
Saskatoon, Sask. S7T 0K1

We sincerely thank all those candidates who apply for their interest; however, only those selected for an interview will be contacted.