



# PEERLESS TROUT FIRST NATION

## Employment Opportunity

### **General Manager PTFN Cultural Camp Full-time Permanent Position**

We are seeking a passionate and experienced General Manager to oversee our Cultural Camp operations. The ideal candidate will be a dynamic leader with a deep appreciation of First Nations culture and a commitment to providing exceptional experiences for our guests.

Reporting to the Executive Director, the General Manager provides strategic direction and oversees the day-to-day operations of the PTFN Cultural Camp to ensure that the camp remains a viable and profitable enterprise. Additionally, the General Manager is responsible for: managing budgets, optimizing use of all developed space, promoting PTFN Cultural Camp partnerships and tourism, maintaining grounds and buildings, leading the PTFN Cultural Camp team, and ensuring a pleasant experience for all guests. The PTFN Cultural Camp (Loonskin Bay Cultural Camp) is located in Trout/Graham Lake; this position will be based on site.

#### **KEY RESPONSIBILITIES:**

##### **1. Operations Management**

- Prepare annual strategic plan for Executive Director's review and execute all aspects of annual plan that have been approved by Chief and Council.
- Provide strategic leadership and overall day to day operations management and administration for the maintenance, programming, preservation, capital planning, and stewardship of the Cultural Camp.
- Develop and maintain relationships of trust with Indigenous communities and other partners such as CFS (Child and Family Services).
- Develop an operational plan that prioritizes Child and Family Services programming, Nation programming, and tourism.
- Identify funding opportunities to ensure the continued success and growth of the Cultural Camp.
- Cultivate positive interactions internally and externally to accomplish work-related objectives.
- Inspire and energize by uniting people and fostering collaboration, develop positive relations with members, guests, and external partners, listen attentively and communicates effectively to create an open communications environment.
- Comply with relevant laws and regulations, and enforce terms of guest agreements.

##### **2. Financial**

- Oversee timely guest payments.
- Oversee and track expenditures and corresponding invoice payments.
- Develop and monitor the operating budget for the Cultural Camp.
- Monitor profitability of Cultural Camp and set course of action for ensuring achievement of profitability goals.
- Keep accurate and up-to-date financial records, prepare weekly and monthly financial reports.
- Provide monthly updates to Executive Director on Cultural Camps' revenue and activities to ensure that budget forecasting is accurate.
- Assess short-and long-term financial needs and recommends appropriate courses of action.

##### **3. Marketing, Communications, Tourism, and Promotions**

- Oversee the development of digital, social media, and marketing initiatives for the purposes of promoting PTFN's cultural camp to encourage tourism, economic impact, social engagement, and cultural awareness.
- Oversee the management of social media platforms and build PTFN's Cultural Camp's overall presence in the province and the country.

- Represent PTFN's Cultural Camp on all community, provincial, and federally related meetings, workshops, and conferences as required.
- Develop and maintain a mutually beneficial network of relationships with external partners and stakeholders in the private and non-profit tourism, arts, culture and heritage sectors.
- Develop and maintain relationships of trust with Indigenous organizations and communities.
- Oversee the development of innovative marketing strategies to attract and retain donors, volunteers, and supporters.
- Work to raise PTFN's Cultural Camp's profile in the community, the province and across the country through marketing and communications by showcasing PTFN's Cultural Camp's values.

#### **4. PTFN Cultural Camp Maintenance and Security**

- Oversee the inspection of facilities, prioritization of necessary repairs, improvements, and preventative maintenance.
- Oversee seasonal work on Cultural Camp grounds to ensure safety and aesthetic integrity which may include: monitoring and remove accumulation of water to prevent flooding; trims trees, shrubs, and grass; loads and hauls materials, removes snow and ice from roads and sidewalk.
- Oversee, monitor, and complete maintenance and repairs timeously and cost-effectively, ensure security of premises and maintain security devices, organize incoming and outgoing inspections and prepare inspection reports, implement preventative maintenance programs, and oversee capital improvement projects.
- Conduct routine inspections of the grounds and trailers, to ensure the safety of all guests. Adhere to all safety rules to minimize risk and to enhance the safety of all employees and guests. Checks property and grounds for unsafe conditions, and clears hazards; monitor cameras for suspicious or illegal activity when reported.
- Negotiate and manage service and supply contracts with outside vendors.
- Oversee the ordering and maintaining inventories of the Cultural Camp's amenities and services.
- Ensure that all Cultural Camp deliveries are received on time and supply runs are scheduled to avoid running out of stock.

#### **5. Staff Management**

- Provide strong leadership: Inspire and motivate individuals, foster a diverse and skilled team, make decisive and calculated decisions, encourage open communication and conflict resolution, cultivate a workplace culture that is both inclusive and respectful, generating excitement and enthusiasm.
- Lead the Cultural Camp employee group by providing supervision, coaching and advice and feedback to employees to optimize performance.
- Develop and build capacity of staff through the delegation of responsibilities, through accountabilities, and regular feedback, and by providing development opportunities and direction.
- Actively manages employee issues and performance concerns in a timely manner.
- Identify the roles, goals, and responsibilities of individuals in the achievement of results, establish clear measures and benchmarks for success, implement a monitoring system to not only achieve but surpass results, and actively solicits feedback from members, guests, and partners on the attainment of results.
- Identify resources requirements and needs and lead the hiring of staff as required.

#### **QUALIFICATIONS:**

- Post-secondary degree or diploma in Management, Cultural Studies, Heritage Planning, Tourism Management, or a related discipline is considered an asset;
- 5+ years operational management experience;
- 5+ years people management experience;
- Experience developing strategic and operational plans;
- Experience working in public, private and/or not-for-profit sectors, in roles that seek to promote, support, and celebrate the tourism, culture, and heritage sectors;
- 3+ years experience in tourism promotions and marketing;
- Must have demonstrated working knowledge and experience in auditing, accounting, budgeting, financial planning, contracts, and agreements;

- Problem-solving skills, written and oral communication skills, negotiating skills, planning and organizing, attention to detail, resource management, data collection and management skills;
- Exemplary customer service skills;
- Demonstrated financial management skills in developing, implementing and monitoring operating and capital budgets.
- Demonstrated knowledge of facility and asset management;
- Knowledge of marketing and customer service principles;
- Computer proficiency including MS office and booking software.
- Experience working with a First Nation organization/government is an asset;
- The ability to speak/understand Cree is an asset;
- Class 5 License, with a reliable vehicle, and appropriate insurance;
- Ability to provide a clear RCMP police record check and up to date driver's abstract prior to commencing employment.

Please submit a cover letter and resume citing *General Manager, PTFN Cultural Camp* in the email subject line via email to: [Hr@ptfn.net](mailto:Hr@ptfn.net).

*We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted.*

**Deadline: March 28, 2024**