



Eastern Band of Cherokee Indians Job Description

Position ID Number:	904638001	Last Revised:	04/20/2021
Position Title:	Cultural Resource and Archive Officer	Department:	Kituwah Preservation & Education Program
Reports to:	Director Youth and Adult Education	Division:	Education

Primary Function: This position is the primary point of contact for the Eastern Band of Cherokee Indians (EBCI), special collection of archives specific to cultural and language resources. The Cultural Resource and Archive Officer (CRAO) is responsible for initiating and maintaining outreach, reference, and collection development activities for the EBCI. The CRAO, is responsible for the digital materials given to and created by all the EBCI language programs, including all entities that are viewed as language contributors. The CRAO, develops a multi-faceted program that includes the creation of metadata records and for policies regarding the creation, storage, preservation, organization, description, and access to these materials. In collaboration with the Youth & Adult Education Director, develops strategic plans, training, and securing grants to increase all collections and ensuring the history and language of the EBCI is accessible and preserved for future generations.

Job Duties and Responsibilities: Creates policies and procedures for managing born-digital materials for ingestion, storage, preservation, organization, description, and access. This includes establishing training for data migration from tribal programs and language and culture contributors.

Designs and manages digital collections in cooperation with EBCI programs (i.e., Communications, Kituwah Preservation & Education, etc.) by establishing the metadata schema, controlled vocabularies, and exercising quality control of the software, equipment, and metadata records.

Initiates and perpetuates collection development activities by maintaining donor contacts, conducting field interviews, and holding recurring meetings with language and cultural contributors, establishing strong relationships that foster an environment of sharing knowledge.

Promotes knowledge and use of the collections by making presentations, talks, and/or interviews to the media, historical associations, all EBCI communities, schools (elementary, middle, and high school), and institutions of higher learning.

Creates curriculum guides on the digital archives and establishes partnerships for broader visibility of the rich and established history and language of the EBCI.

Identifies and makes application for additional funding to grow the collections and spear-heads long-range planning for a physical space for program permanency.

Contributes to the achievement of the EBCI long-range plan as it pertains to promoting, educating, and preserving the language and history of the EBCI through regular interactions and relationship building with all language partners, the community, and the sister tribes in Oklahoma.

**Education
/Experience:**

- Bachelor's Degree in Anthropology, American Indian Studies, Historic Preservation or History required. Master's in Library Science or Education with a concentration in culture and curriculum studies, or doctorate degree is preferred.
- Minimum of four years' experience in a highly, professional environment in a leadership capacity is required. Six months to a year may be needed to become proficient in most phases of the job.
- Specific specialized technological knowledge and skills of one to two years (1-2) include the ability to perform archival research, ability to discuss and interpret digital archiving, and to create and implement policies and procedures required.
- Incumbent must possess a valid NC driver's license be able to operate a tribal vehicle per Risk Management.
- Must be certified to work with children by the Division of Health and Human Services, Criminal Records Unit.

Job Knowledge:

Knowledge of principles, concepts, practices, methods, and techniques of an administrative, managerial, or professional field such as curriculum development and archival sciences.

Knowledge and practicum of creating curriculum guides for various ages.

Significant technical, computer, and digital/audio applications knowledge.

Has significant contact with community members, elders, youth, and political figures federal, state, and local. The nature of the work requires finesse, tact courtesy, and business etiquette

Contact with Others:

Interactions include advisement, counseling others on problem solving, structured problems, and/or to plan and coordinate work efforts with other employees/departments who are working toward common goals in situations where relationships are generally cooperative. Interactions are moderately structured and routine and may involve employees in different functions, students, and/or the general-public. These types of interactions require normal interpersonal skills.

Confidential Data:

Has access to sensitive cultural information. Must be able to discern the levels of accessibility based on interactions with contributors.

**Mental / Visual /
Physical Effort:**

Close concentration and attention to detail are required while performing duties of the job. Duties routinely require sitting, reaching, speaking, and hearing. Must be physically able to lift, an excess of 20 pounds, as needed in setting up events or obtaining cultural materials.

Scope of Supervision:

Regular, but limited, supervision, training, or directing the work assignments of a small number of students, part-time or temporary workers, or one or more permanent, full-time employees. The nature of supervision is largely confined to scheduling work and assigning tasks. Supervision at this level typically does not include a full range of supervisory

responsibilities, and supervisory duties typically do not consume a large portion of the workday.

Responsibility for Accuracy:

Must be accurate in comprehension and retention of historical information, consulting with elders and other professionals to ensure accurate information is conveyed. Editing and proofing with extreme care is required.