



Museum of Ontario Archaeology

History In Your Hands

The Museum of Ontario Archaeology is looking for an **Visitor Experience Intern** to develop our social media/ marketing strategies and customer service. Duties will include:

- Developing a three month Social Media Plan
- Create content for social media and MOA Notes blog
- Plan all social media and press releases for one upcoming event
- Ensure information gathered is accurate, reliable, and up-to-date
- Track visitor analytics including; social media, VR Surveys, and Google
- Synthesize analytics into monthly executive summaries
- Front of house visitor experience duties one or two days per week

You will Learn:

- How to interpret and synthesize analytics into readable summaries
- Customer Service skills
- How to conduct a social media audit and develop work plans
- Content marketing for multiple niche markets
- How to increase reach and build audience into communities

Why Should I Volunteer at MOA?

Even though the internship is unpaid, you will work hands on with other people in your field to make your internship a dynamic and rewarding experience. Through MOA you will;

- Have a chance to learn more about Ontario's archaeology, culture, and history
- The opportunity to meet professionals and volunteers who share similar interests
- Gain a unique hands on experience that nurtures and develops your skills for further job development

Applicants **must** have experience with and/or some knowledge of Ontario's prehistory. Applicant should also be organized, detail oriented, and have a passion for the museum field. Interested applicants must submit a resume and cover letter Nicole Aszalos, Museum Curator at nicole@archaeologymuseum.ca