



The Ontario Archaeological Society Inc.
encouraging the ethical practice of archaeology

POSITION AVAILABLE:
Summer Student: Assistant Event Coordinator
The Ontario Archaeological Society (OAS)

Location: Museum of Ontario Archaeology, London Ontario

Employment Basis: Full-time (7.25 hr/day) for a period of 6 weeks

Compensation: \$14 per hour/36.25 hours a week

Employment Period: Summer 2018

Eligibility: Applicants must be currently enrolled in a post-secondary institution or within 6 months since graduation and 25 years of age or less

Position Description:

The Ontario Archaeological Society is seeking a Summer Student for a period of 6 weeks. This position has been made possible through the Ministry of Tourism, Culture and Sport Summer Experience Program Grant 2017.

Under the supervision of the *OAS Director of Chapter Services and the Chair of the 2018 OAS Symposium Committee*.

The student's duties will be to:

1. assist the 2018 symposium organizing committee of the OAS through outreach to potential participants and fund-raisers
2. promote the symposium broadly using social media (Facebook, Twitter, Instagram) and email communication to members, archaeology companies and universities
3. assist with program production for the symposium through collating and organizing abstracts
4. assist with symposium organization through obtaining bids for symposium materials (bags, program printing, catering)

The student will interact with members of the society and others interested in the province's heritage through social media and direct email and telephone contact, as necessary for promoting the symposium.

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1444 Queen St. E., Suite 102
P.O. Box 62066, Victoria Terrace Post Office
Toronto, ON M4A 2W1
(416) 406-5959
www.ontarioarchaeology.org

Key Responsibilities:

- Outreach communications (by email and phone to association members, cultural organizations, colleagues, general public)
- Investigation and compilation of web based tools for promotion of the Society's Annual Symposium and fundraising enhancement
- Event planning and organizing for the OAS Symposium

Qualifications:

- Previous involvement with Not For Profit organizations an asset
- Enrolled in Anthropology or Archaeology program at the University level an asset
- Must exhibit strong customer service background in communicating with Society stakeholders
- Must have excellent written and verbal communication skills
- Proficiency in Microsoft Office

How to Apply:

Address cover letter and CV to Ms. Amy St. John, Director of Chapter Services

Email to:

jobs@ontarioarchaeology.org and execdirector@ontarioarchaeology.org

Please state in the subject field, "Application for OAS Summer Student Position: Assistant Event Coordinator/Fundraiser"

Hiring Managers:

Alicia Hawkins, President, OAS
Amy St. John, Director of Chapter Services
James Keron, Chair, 2018 Symposium Committee

Deadline for Application: Monday May 15, 2018 or until the position is filled.
The suggested start date is May 29, 2018.

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