



# Interpretive Planner Job Description

The **Museum of Ontario Archaeology** (MOA) is an independent registered charity supporting the education and preservation of Ontario's archaeological heritage. The Museum curates millions of archaeological artifacts from across Ontario from all time periods and is located adjacent to the First Nations ancestral village known today as the Lawson Site adjacent to Medway Valley Heritage Forest. It is a provincially designated archaeological site once inhabited by a large community of agriculturalists in the 16th century. As a heritage site, public museum, specialized collections repository, and research institution, the MOA draws visitors and tourists of all ages from all regions of the globe seeking to learn more about Ontario's past and the modern practice of archaeology.

The MOA is seeking an **Interpretive Planner** who will coordinate with the Interpretation Committee towards the creation of new narratives that will guide the revitalization of the museum's galleries, archaeological site, and programming. Through research and evaluation via the conduction of interviews, surveys, meeting facilitation and other forms of dialogue with external interest groups, the Interpretive Planner will develop a polyvocal blueprint that informs about the practice, application, relevance and interpretive stories resulting from archaeology in Ontario. This strategic revitalization of the MOA's Interpretation Plan will connect more people, both residents and visitors alike, to the cultural heritage of the province of Ontario and the Great Lakes region.

This is a 12-month, full-time contractual position funded through the Seed Program of the Ontario Trillium Foundation. The project is best suited to a recent graduate with a post-secondary degree in anthropology, public history, or museum studies with a strong knowledge of Ontario archaeology or equivalent experience. The Interpretive Planner will start this position at 1600 Attawandaron Road in London, Ontario on November 11, 2019.

## CORE RESPONSIBILITIES

### Research and Draft Interpretive Plan

- Research and facilitate up-dated core interpretive narratives in accordance with the direction from the MOA's new Strategic Plan (2019-22).
- Facilitate and schedule meetings of the Interpretation Committee and lead the development of the draft Interpretive Plan.

### Coordinate Content Evaluation

- Identify and coordinate the establishment of relevant focus/interest groups for the consultation process.
- Develop surveys and questions for feedback to inform the vetting of the drafted Interpretive Plan.
- Meet with focus groups, conduct surveys, and synthesize findings to share with the Interpretation Committee.



- Adapt and revise the content of the Interpretive Plan in consultation with the Interpretation Committee.

### Deliverables

By the end of this contract, the Interpretive Planner will have:

- Finalized the Interpretive Plan for the Museum of Ontario Archaeology.
- Defined narratives structured according to facility resources and way-finding strategies.
- Created a blueprint for content design and production that will deliver the new narrative(s) through the incorporation of digitization and interactive engagement strategies.
- Developed a plan for tracking, monitoring, and evaluating the impact of the new Interpretive Plan(s).

### RELATIONSHIPS

- Under the direction of the Executive Director, the Interpretive Planner will work collaboratively with the Interpretation Committee and Museum Staff to develop the MOA's Interpretive Plan.
- Facilitate the development of and engagement with focus groups and stakeholders, including museum visitors, commercial archaeologists, educators and Descendant communities.

### WORKING CONDITIONS

- Workspace will be provided at the Museum of Ontario Archaeology.
- This position will require some travelling within southern Ontario to meet with stakeholders and external community interest groups. Vehicle access an asset.

### REQUIREMENTS

- Post-secondary degree in anthropology, public history, museum studies or equivalent combination of professional experience and education relating to the position.
- Experience or strong knowledge of Ontario archaeology and contemporary archaeological methods, practice, and theory.
- Awareness and understanding of the relevance of Ontario's Culture Strategy, the Calls to Action of the Truth and Reconciliation Commission of Canada, the United Nations Declaration of the Rights of Indigenous Peoples and the standards of the International Council of Museums as they pertain to museums and archaeological practices.
- Demonstrated excellence in research and communication skills.
- Experience in planning and executing interpretive exhibits.
- Excellent organization, facilitation and problem-solving skills.
- Ability to work with minimal supervision and meet project deadlines.
- Skilled at leadership, teambuilding and developing effective working relationships with diverse communities.
- Familiarity with digital technologies and applications in heritage interpretation.
- Comfort and aptitude with computer hardware and office software.
- Ability to travel and conduct meetings on and off-site, as required.
- Familiarity with webpage or app development and/or digital evaluation tools considered an asset.



## COMPENSATION

- Position starts November 11, 2019.
- 12-month fixed term grant-funded contract.
- 37.5 hours/week, Monday-Friday. The schedule is flexible, as required, but most work will be conducted Monday-Friday, 9 am – 5 pm.
- Salary will be \$52,560 per annum, less statutory deductions, and includes two weeks (10 days) of paid holidays.
- Eligible for Attractions Ontario Reciprocal Program benefits.

The Museum of Ontario Archaeology is committed to principles of employment equity and inclusivity and to achieving a representative workforce.

Please send a digital cover letter highlighting your qualifications, a current resume/CV, and a list of 3 references to Dr. Rhonda Bathurst at [director@archaeologymuseum.ca](mailto:director@archaeologymuseum.ca) by **Tuesday, October 1<sup>st</sup>**, 5:30 pm. Submissions without a cover letter will not be considered. We appreciate and thank all interested applicants, but only those selected for an interview will be contacted.