

Museum of Ontario Archaeology

Job Posting

Sustainable Archaeology Co-ordinator

The Museum of Ontario Archaeology is looking for an individual to serve as the co-ordinator of day to day operations at Sustainable Archaeology: Western (SA), which is a Western University research facility, functioning as an archaeological repository for collections from Ontario, and a centre for digital information management and visualization for archaeology.

The Sustainable Archaeology Co-ordinator will be responsible for overseeing operations at SA. Duties include:

- oversee and contribute to the transfer, integration and long term care of archaeological collections and associated records into SA; this also includes supervising SA staff, students, volunteers and others working to meet those operational needs
- oversee and contribute to the completion, integration and ongoing maintenance and use of the SA Informational Platform
- oversee object data to digital information workflows
- generate communications and social media content for SA
- oversee ongoing facilities management of the building and equipment at SA to ensure continuing operations, good repair and security
- oversee and administer financial tracking of all SA revenues and expenses, the costs of running the facility, and support the Museum Executive Administrator with all information needed for the Museum to service the financial reporting and accounting needs of SA
- administer SA's regular obligations to Western University
- support and assist researchers, museum staff, and others using the facility, equipment, and collections as needed
- oversee and propose updates to SA operational procedures and contribute to ensuring consistency in operations between SA: Western and SA: McMaster

The Successful Applicant will have:

- Extensive knowledge of Ontario archaeology, material culture and contemporary archaeological practice, and of the archaeological and First Nations communities in Ontario; all typically obtained through prior university undergraduate/graduate training augmented by prior experience in archaeology and/or commercial archaeological practice
- Knowledge of digital information database development, imaging and visualization applications
- Experience assisting in the management of an company or organization, including financial tracking, facility management, supervision of staff and volunteers, and developing operational policies
- Excellent written and oral communication skills, strong attention to detail, and good time management skills
- The ability to work collaboratively and independently

Position Details:

- The current term of employment is for a 2-year contract. At the end of that time the position may be renewed for a designated period of time, re-classified and renewed, made permanent, or discontinued; all dependant on SA revenues, and the planning and progress towards SA/MOA integration.
- Compensation will be commensurate with the successful applicant's qualifications
- The position is a Museum of Ontario Archaeology employee and reporting to the Museum's Executive Director, and to the Museum's Lawson Chair, who also serves as Director of SA: Western.

Please submit your resume, cover letter, and a list of 3 potential references by Monday February 6, 2017 to:

Dr. Rhonda Bathurst, Executive Director
Museum of Ontario Archaeology
1600 Attawandaron Road
London ON N6G 3M6

rhonda@archaeologymuseum.ca

We thank all interested applicants; however only those selected for an interview will be contacted