

Museum of Ontario Archaeology

The Museum of Ontario Archaeology is a provincial non-profit and registered Canadian charity supporting the education and preservation of over 10,000 years of Ontario's archaeological heritage, spanning the human occupation of the region from the last ice age to the industrial era. The museum cares for over 4 million artifacts in specialized holdings and is located adjacent to the Lawson Site, a provincially designated space of significance that was once home to up to 2,000 Indigenous villagers in the early 16th century. The MOA draws visitors and tourists of all ages seeking to learn more about the depth and diversity of Ontario's history.

During regular operations, services have included a wide range of on-site educational, public and event programs providing a variety of interactive experiences for children, youth, and adult visitors. The challenges of the pandemic of 2020-21 have resulted in the rapid development of more digital-forward and remote programming to remain connected with visitors and stakeholders, and a greater dependence on social media, website, and remote engagement. Programming and communications are currently being offered in a hybrid of on-site and remote options.

Position Summary

Job Title: Digital Programming and Communications Officer

Details: Full-time contract – 1 year

Dates: November 15, 2021 – November 14, 2022

Hours: 37.5 hours/week

Salary: \$25/hr plus 4% vacation pay. One week off between Christmas and New Year's Day.

The Museum of Ontario Archaeology is seeking a full-time Digital Programming and Communications Officer for a one-year, grant-funded position who will lead the museum's public engagement strategies. Reporting to the Executive Director and working closely with other museum Staff, this individual will develop and deliver public and curriculum-based education programmes and organize remote and hybrid public events and activities about archaeology and the human heritage and history of southwestern Ontario and the Great Lakes Region.

Covid-19 has presented challenges in meeting the needs and interests of museum visitors in a space that they find safe, comfortable, and engaging. The ideal Digital Programming and Communications Officer will meet these challenges by developing hybrid experiences to keep audiences meaningfully engaged.

The right candidate for this position is a creative thinker, well organized, service-oriented and enthusiastic about engaging with the public. They are experienced in museum education and Ontario curriculum, knowledgeable about the province's archaeology/history/heritage and comfortable with digital tools, website maintenance and demonstrated success with engaging social media channels. They will be familiar with the museum's mission and content and able to develop specialized and nuanced communications to all ages. This is a leadership role, requiring coordination and supervisions of term staff who will assist with programming development and delivery.

Key Responsibilities

- Lead museum programming and event planning and explore new/hybrid means and opportunities for meaningful engagement with diverse audiences.

- Plan, coordinate and deliver curriculum-based educational content as well as adult/senior programs and conduct on-site and remote tours.
- Conceptualize, design, and deliver materials that communicate the museum's mission in both print and digital formats, including website content, social media posts, newsletters, publications, advertising copy, etc.
- Assist with the overhaul of the museum's website and revision of the social engagement policy.
- Develop and deliver marketing and public communications strategies.
- Recruit and coordinate programming term-staff and volunteers.
- Assist with visitor services and other duties, as required.

Qualifications

- A Bachelor's Degree or professional training in Education, Marketing, Public History, Museum Studies, Anthropology or another related field and experience in developing and managing public programming.
- Experience in museum program development and delivery and familiarity with Ontario curriculum.
- Proficient in Microsoft Office products, website tools (i.e. Wordpress, Wix), online productivity software (i.e. Podio, Constant Contact, Survey Monkey, etc.), digital imaging software (i.e. Photoshop)
- Experience producing online content and leading virtual programming including camera, lighting and video editing.
- Proven supervisory and leadership experience.
- Knowledgeable about Ontario archaeology or history.
- An understanding of Indigenous relations in this region; additionally, familiarity with the Truth and Reconciliation Commission and the relevant Calls to Action for Museums is an asset. This knowledge can be through lived or worked experience, or education (or both).
- A clean criminal record and vulnerable sector check prior to employment.
- First Aid certification preferred.

Personal Traits

- Confident self-starter and independent thinker
- Excellent interpersonal, relationship-building and communication skills
- Team and service oriented
- Motivated to find engaging solutions to the challenges of the COVID-19 pandemic
- Reliable and capable of working remotely with minimal supervision

Application deadline: 2021-10-18

Expected start date: 2021-11-15

Job Type: Full-time contract, 1-year

Salary: \$25 per hour

Benefits: 4% vacation, 1 week fixed vacation between Christmas and New Year, flexible hybrid work-from-home and on-site schedule, on-site parking.

Schedule:

7.5 hours/day, 5 days/week – typically Monday-Friday, 9am-5pm but events and programming may require some evening and weekend hours.

COVID-19 considerations:

The MOA follows the directives, protocol and policies outlined by Ontario Health and the Middlesex London Health Unit to maintain the health and safety of staff and guests.

Education:

Post-secondary degree or diploma, graduate level preferred

Work remotely:

Hybrid optional

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 and current resume/CV, to **director@archaeologymuseum.ca**. Submissions without a cover letter will not be considered.

Review of applications will begin immediately and continue until the position is filled. We appreciate and thank all interested applicants, but only those selected for interview will be contacted.