



Museum of Ontario  
Archaeology  
*History In Your Hands*

## Museum Co-ordinator (CSJ)

The Museum of Ontario Archaeology is seeking a Museum Co-ordinator for the summer season (8 weeks, beginning July 4<sup>th</sup> and ending August 26<sup>th</sup>. This position is 35 hrs/week, Tuesday through Saturday, 9:30 AM to 4:30 PM, \$15.50/hr. This position is funded through the Canada Summer Jobs program and candidates must meet the eligibility requirements outline below.

The Museum Co-ordinator will ensure that museum visitors both on-site and online have an engaging and memorable experience. The Museum Co-ordinator will coordinate with reception and gift shop services, orient visitors to museum on-site and online services, engage with and create content for social media, and assist with program content development and delivery. The main objectives of this position are:

- Ensure visitors have a positive, friendly, engaging, and memorable museum experience either in person or online,
- Increase the public's knowledge about the museum, its programs, and collections through the development of promotional materials, social media and other marketing activities,
- Ensure all museum interactions with the public are positive whether in-person, by phone, or online,
- Assist with the coordination of summer activities, staff, and programming,
- Ensure accuracy in program bookings, camp registrations, admissions registration, gift shop sales, and maintaining the front-of-house public spaces, if on-site,
- Administer and evaluate visitor surveys,
- Create and distribute social media and marketing materials to promote the museum and its summer activities.

The successful candidate will have the capacity to problem-solve and multi-task without compromising their professionalism, job quality, or visitors' expectations of a public museum. We are looking for someone with a strong work ethic, good communication skills, a background in customer service or hospitality and post-secondary experience in Anthropology/Archaeology, Public History, Museum Studies, First Nations studies, or similar University program. The position requires familiarity of MS Office software such as Teams, Word, Excel, and PowerPoint as well as experience with social media platforms such as Facebook, Twitter, and Instagram. Prior work or volunteer experience at a museum or historic site would be an asset.

The successful candidate must meet the criteria of the Canada Summer Jobs Program:

- be between 15 and 30 years of age at the beginning of the employment period ;

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Please note:** The Museum's vaccination policy requires all staff to be fully vaccinated, according to provincial definitions, against Covid-19. Depending on circumstances, this job may require a combination of working from home and working on site at the Museum of Ontario Archaeology in London Ontario.

Characteristics of City/Region:

The Museum of Ontario Archaeology is located in the northwest corner of the City of London, the traditional territory of the Munsee-Delaware, Anishinaabe, Haudenosaunee Peoples and their Ancestors who have lived here from Time Immemorial. First named as a settler village by John Graves Simcoe in 1793, London has a rich and deep archaeological past, with evidence of human occupation from the period of glacial recession approximately 13,000 years ago, to the vibrant city that it is today. Adjacent to the Museum is a 500-year-old village once inhabited by approximately 2,000 Indigenous agriculturalists, today known as the Lawson Site. This site is considered one the region's largest settlements before European contact.

Museum of Ontario Archaeology website: [www.archaeologymuseum.ca](http://www.archaeologymuseum.ca)

London is situated in the Western part of Ontario, Canada. The city hosts the seat of Middlesex County, and it is located halfway between Toronto and Detroit.

City of London website: <http://www.london.ca/>

**You must include in your covering letter how you meet the Canada Summer Jobs eligibility requirements.**

Applications are due by Monday, May 29, 2023.

We thank all interested candidates, but only those selected for an interview will be contacted.

Please e-mail resume and cover letter to:

Cindy Barrett, Administrative Officer  
Museum of Ontario Archaeology  
[cindy@archaeologymuseum.ca](mailto:cindy@archaeologymuseum.ca)