Museum of Ontario Archaeology
Indigenous Engagement Facilitator

Position Summary
Job Title: Indigenous Engagement Facilitator
Job Type: Contract
Start Date: 01 Aug 2023 – 30 Jun 2024
Schedule: 37.5 hours per week, typically Monday-Friday, 9am-5pm with some flexibility with evening and weekend hours.
Salary: $30/hour
Application deadline: 7 Jul 2022

Job Description
The Museum of Ontario Archaeology has been awarded funding support for an Indigenous Engagement Facilitator. This is a full-time contract position from August 1, 2023 through June 30, 2024. The Indigenous Engagement Facilitator will establish dialogue, facilitate relationship building, and assist with developing procedural guidelines to incorporate Indigenous perspectives into museum operations, including Collections Management protocols and interpretive programming.

Responsibilities
Reporting to the Executive Director and working closely with other core staff, the Indigenous Engagement Facilitator will assist with the development and delivery of inclusive programs, services and experiences that educate visitors about archaeology and the different perspectives from which we create heritage and meaning about the human history of southwestern Ontario. The right candidate for this position is an effective communicator who is knowledgeable about Indigenous heritage, archaeological practices and the material culture of the Great Lakes region. They are an experienced relationship builder with an appreciation for the engagement protocols of different Indigenous communities. They are familiar with the museum’s mission and capable of developing specialized and nuanced interpretations about the region’s history and cultures for all ages. They are also comfortable with digital tools, including MS Office, social media, and survey software.

Key Responsibilities
- Facilitate engagement between the museum and regional Indigenous communities.
- Develop and conduct feedback surveys and workshops about the museum’s collections protocols and future interpretive programming, particularly about the Lawson heritage Site.
- Summarize feedback, analyze, and recommend/implement changes to ensure that museum programs are current, relevant, and meet the needs of museum users.
- Develop, organize and assist the museum with hosting up to two consultation workshops about the future development of the Lawson heritage site and MOA collections protocols. Compile workshop summaries and recommended follow-up procedures and protocols.
• Assist in the development and revision of meaningful engagement services for diverse audiences about Ontario’s archaeology and cultural heritage.
• Assist with the revision and delivery of school curriculum and adult programming to incorporate appropriate Indigenous perspectives.
• Assist with developing protocols for Collections Management and related services.
• Assist with museum communications, in print and digital formats, including website content, social media posts, newsletters, publications, advertising copy, etc.
• Supervise junior staff and volunteers who may be assigned to the project.
• Participate as a team member in the day-to-day activities at the museum such as visitor services, tours and other related duties and responsibilities, as may be required.

Qualifications
• Knowledge and understanding of Indigenous cultures, history, and heritage in the southern Ontario/Great Lakes region. Familiarity with the Truth and Reconciliation Commission and the relevant Calls to Action for Museums is an asset. This knowledge can be through lived and worked experience, post-secondary education, or a combination thereof.
• Knowledge and understanding of archaeological practices in Ontario and familiarity with current/relevant archaeology topics.
• Experience in compiling and analyzing data such as surveys. This position will be required to develop, deliver and analyze surveys so previous experience in survey development or implementation is a bonus.
• Experienced with staff/volunteer coordination and supervision.
• Excellent time management with the confidence to work independently, prioritize and multi-task.

Skills and Other Characteristics
• Excellent written and verbal communication, interpersonal, relationship and team-building skills.
• Competency and/or capability of learning and regularly using Microsoft Office products (Word, Excel, PowerPoint, Teams), online productivity and business software (i.e. Adobe Pro, Survey Monkey, Doodle, Podio, Constant Contact, etc.), and digital imaging software (i.e. Canva).

Licenses and Certification
• Valid Ontario “G” class driver’s license and access to a vehicle or other reliable means of transportation within and outside of London.

Working Conditions
Essential and marginal functions may require standing or sitting for extended periods. The position will be based on-location at the Museum and will entail some off-site/location work that will require a reliable mode of transportation. Museum Staff are required to stay up to date with MOA health and safety requirements and policies, including remaining current with full vaccination against COVID-19.

Reports To
Executive Director
About the Company
The Museum of Ontario Archaeology (MOA) is located in the northwest corner of the City of London, the traditional territory of the Lūnaapéewak, Anishinaabe, Haudenosaunee Peoples and their Ancestors who have lived here from Time Immemorial. The MOA is a provincial non-profit and registered Canadian charity supporting the education and preservation of Ontario’s archaeological heritage, spanning the human occupation of the region from Time Immemorial and the recession of the Last Glacial Maximum 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 a village of up to 2,000 Indigenous agriculturalists 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 complex cultural history.

The Museum of Ontario Archaeology website: www.archaeologymuseum.ca

Applying
Qualified candidates are invited to submit both a cover letter and resume or CV to Dr Rhonda Bathurst at director@archaeologymuseum.ca with “Indigenous Engagement Facilitator” in the subject line by Friday, July 7th at 5:00 pm EST. The MOA thanks all applicants for their interest and advised that only those chosen for an interview will be contacted.