



Event Coordinator

The Museum of Ontario Archaeology is seeking an Event Coordinator for the summer season. Anticipated start date is June 8 through to August 31, 2024. This position is 35 hrs/week, \$16.55/hr. **This position is contingent on the successful funding through the Canada Summer Jobs program and candidates must meet the eligibility requirements outline below.**

The Event Coordinator's primary responsibility will be planning, organizing, and executing a variety of engaging summer events at the Museum of Ontario Archaeology. The primary focus of the position will be the creation and coordination of the Summer Arts in the Park series, to be hosted over nine weekends through July and August and to lead the planning and delivery of the annual Hands On Heritage Day event and Natural Clay Pottery Course.

The MOA's Interpretive Plan encourages the museum to seek a diversity of voices for interpretation, and we will strongly encourage First Nations, Inuit, and Métis and students from other underrepresented groups to apply.

Other Work Tasks and Responsibilities will include:

- Develop comprehensive event plans for the Summer Arts in the Park series, Hands on Heritage Day, and the Natural Clay Pottery Course,
- Develop promotional strategies through various channels such as social media, press releases and community newsletters to increase attendance and community participation,
- Coordinate logistics including event registration procedures, scheduling, and resource requirements,
- Track expenses, and seek sponsorships or partnerships to enhance the event,
- Oversee event management, troubleshoot issues, and ensure a positive experience for attendees,
- Evaluate the success of the events and gather feedback to identify areas for improvement.

In addition, the ideal candidate will have the following skills:

- Experience with event planning,
- A positive attitude and strong work ethic,
- Excellent interpersonal skills and communication skills,
- Creative thinker, who thinks outside the box,
- Experience in social media marketing,
- A keen interest and understanding of Canadian/Ontario archaeological heritage,
- The ability to work independently and in a team environment,
- Proficient in MS office suite,

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Charitable Registration: 119049641RR0001

- Preference will be given to applicants who have completed at least some post-secondary education.

The successful candidate must meet the criteria of the [Canada Summer Jobs](#) program. We strongly encourage First Nations, Metis and Inuit students, and students from other underrepresented groups, to apply. An ideal candidate will have a background in Media & Information, Anthropology, Public History, Education, Museum Studies, First Nations studies, or similar University program, and possess both a positive attitude and a strong work ethic. Prior work or volunteer experience at a museum or historic site would be an asset.

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

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 will be due by April 30, 2024.

Please e-mail resume and cover letter to:

Leeanne Doxtator, Public & Education Programmer
Museum of Ontario Archaeology
leeanne@archaeologymuseum.ca