



## Museum of Ontario Archaeology

### Public and Education Programmer

#### Position Summary

Job Title: Public and Education Programmer

Job Type: Full-time

Start Date: 01 Aug 2022

Schedule: 37.5 hours per week, typically Monday-Friday, 9am-5pm but events and programming will require flexibility with evening and weekend hours.

Salary: \$54,080/yr.

Application deadline: 17 Jun 2022

#### Job Description

The Public and Education Programmer is a core member of the Museum of Ontario Archaeology Team, responsible for distilling and communicating complex information about Ontario Archaeology in public and educational programs. They are knowledgeable, creative, and outgoing, with a good sense of aesthetic for developing and delivering this information in a variety of interesting ways, from school fieldtrips to events, specialized workshops, and remote engagement. They work closely with and sometimes supervise other Staff, including volunteers and interns, to ensure that the museum's learning programs meet its strategic mandate effectively and on-budget.

Programming at the museum includes a wide range of educational, public and event services providing a variety of interactive experiences for children, youth, adult, and mature visitors. The challenges of the pandemic have resulted in the rapid development of more digital-forward and remote programming opportunities to help the museum remain connected with visitors, researchers, and other stakeholders. Therefore, museum programming and communications are now offered in a hybrid of on-site and remote options.

#### Responsibilities

Reporting to the Executive Director, the Public and Education Programmer works closely with other museum Staff to develop and deliver a variety of professional museum programs, services and experiences that educate visitors about archaeology and the human heritage of southwestern Ontario and the Great Lakes Region.

The right candidate for this position is a good story-teller, an experienced educator and/or activities organizer, a creative thinker who is well organized, service-oriented, and enthusiastic about engaging with the public. They are familiar with Ontario archaeology and archaeological practices. Evidence of success in fundraising/sponsorship relationships to support programming initiatives is an advantage. They are also comfortable with digital tools, including websites and social media, are familiar with the museum's mission and capable of developing specialized and nuanced communications to all ages. This is a leadership role, requiring experience with the coordination and supervision of staff who will assist with programming development and delivery.

## Key Responsibilities

- Lead the museum's educational and public programming.
- Develop meaningful engagement services for diverse audiences about Ontario's archaeology and cultural heritage.
- Plan, coordinate, deliver and evaluate curriculum-relevant educational programs including K-12<sup>th</sup> grade field trips, camps, parties, and workshops.
- Plan and coordinate complementary exhibit programming and learning materials.
- Develop/deliver and evaluate adult/senior programs and workshops, events, and outreach.
- Assist with the development and revision of museum programming and engagement policies.
- Assist with museum communications, both print and digital formats, including website content, social media posts, newsletters, publications, advertising copy, etc.
- Solicit interest and feedback, conduct surveys, analyze, and implement changes to ensure that museum programs are current, relevant, and meet the needs of stakeholders.
- Develop community partnerships and liaise with teachers, school boards, museum and heritage organizations, archaeology researchers, Descendant communities and other relevant groups and agencies.
- Oversee training and management of junior programming staff and volunteers.
- Participate in the day-to-day activities at the museum such as visitor services, tours and other related duties and responsibilities, as required.

## Qualifications

- Minimum education: post-secondary B. Ed in Education; a MA in Archaeology, Public History, or another related field.
- At least 2 years of interpretive programming or educational experience; or interpretive experience in a cultural resource management position.
- Sound knowledge and understanding of archaeological practices in Ontario and familiarity with current/relevant archaeology topics.
- Experience working with s.
- Knowledge and understanding of Indigenous history and heritage in southern Ontario/Great Lakes 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).
- Experience with education program development and management including integrating and supporting provincial core-curriculum.
- Able to research, understand and interpret archaeological science, concepts, and knowledge in a relevant, engaging fashion for public audiences.
- Experienced with staff/volunteer coordination and supervision.
- Communications experience.
- Excellent time management with an exceptional ability to prioritize and multi-task.

## Skills and Other Characteristics

- Comfort and/or capability of learning and using Microsoft Office products (Word, Excel, PowerPoint, Teams), website tools (i.e. Wordpress, Wix), online productivity software (i.e. Podio, Constant Contact, Survey Monkey, etc.), digital imaging software (i.e. Canva, Photoshop), and education tools (i.e. Google Classroom, Schoology, Kahoot!)

- Comfortable and enthusiastic about working with learners from a variety of age groups and cultural backgrounds, including school-aged children.
- Excellent interpersonal, relationship-building, team, and communication skills.
- Flexible and capable of adapting to unexpected situations, changing work hours and working environment.
- Confident self-starter and independent thinker.
- Point of Sale (POS) and/or customer service experience an asset.

#### Licenses and Certification

- First Aid certification.
- A clean criminal record and vulnerable sector check prior to employment.
- Valid Ontario “G” class driver’s license and access to a vehicle for off-site programming.

#### Working Conditions

Essential and marginal functions may require standing or sitting for extended periods and moderate lifting of items up to 30 pounds (such as setting up classroom chairs/tables). This position will involve working with young children, communicating effectively with adults, and representing the museum to the public. It will involve working indoors and outdoors in a variety of weather conditions. 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 agree to adhere to and 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 Munsee-Delaware, 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 16<sup>th</sup> 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](http://www.archaeologymuseum.ca)

#### Applying

Qualified candidates are invited to submit a cover letter and resume or CV to Dr Rhonda Bathurst at [director@archaeologymuseum.ca](mailto:director@archaeologymuseum.ca) with “Public and Education Programmer” in the subject line by Friday, June 17 at 6:00 pm EST. The MOA thanks all applicants for their interest and advised that only those chose for an interview will be contacted.