

Communications and Community Engagement Assistant (Summer Role) Job Poster

- **Job title:**
Communications and Community Engagement Assistant
 - **Organization name:**
Dalnavert Museum and Visitors' Centre
 - **Job location:**
Winnipeg, MB
 - **Length of assignment:**
2021-05-19 - 2021-09-08
 - **Hourly wage:**
\$13.75
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Friends of Dalnavert Museum are seeking a Communications and Community Engagement Assistant for the summer period (May-August). The successful candidate will work closely with our Director of Programming and Marketing to implement the museum's communications strategies and to develop rich community programming, helping us make the history of Dalnavert, early Winnipeg, and the Victorian era accessible and relevant to our audiences.

Friends of Dalnavert Museum is the registered charity that owns and operates Dalnavert Museum and Visitors' Centre located at 61 Carlton St. in Winnipeg, Manitoba. Dalnavert is the restored 1895 home of Sir Hugh John Macdonald, son of Sir John A. Macdonald, and his family. Our mission is to preserve and maintain the museum's buildings, grounds, and collection; to present engaging programs and exhibits that interpret the history of the house and Winnipeg's early heritage for visitors; and to develop partnerships and programming that will make Dalnavert a cultural centre for city residents.

The Communications and Community Engagement Assistant will work alongside the Executive Director and Director of Programming and Marketing in creating summer programming for youth, families, and seniors, as well as assist the Education Committee in developing digital and curriculum-based programming for school-aged children. They will also assist in creating and distributing marketing materials through print and social media, all the while ensuring that these support the historical mandate of Dalnavert Museum and Visitors' Centre.

Key responsibilities of the role include:

- Creating, implementing and promoting both on-site and digital summer programming for youth, families, and seniors

- Developing Dalnavert's social media presence through engaging content marketing

- Developing and promoting our online VR tour, museum tour app, and other digital initiatives

- Monitoring social media impact and report monthly on this impact

- Assisting with development and maintenance of the museum website, including the development of an online store and ticketing engine

- Working with promotional and community partners to advertise the museum and its programs

- Working with Dalnavert's Education Committee to plan and develop digital educational programming related to community curriculum priorities for school-aged children (with focus on new immigrants and cultural reconciliation)

- Assisting with the interpretation and development of the museum's planned exhibitions

- Undertaking research with a focus on making the history of Dalnavert, early Winnipeg, and the Victorian era accessible and relevant to our visitors, volunteers, staff, and the wider public, and encouraging conversations about immigration and reconciliation within those narratives

- Involvement in the training and support of volunteers on-site

- Providing exhibits, programs, heritage house and garden tours for members and public; assisting with community programs (lectures/presentations/panels/readings) that serve diverse community groups in Winnipeg; and providing visitor services support as required

- Assisting with collections management and preventative conservation support as required

Candidates interested in this position should demonstrate the following education, experience and skills:

- Upper-level University or College education in any of the following areas is preferred: Communication Arts, Marketing, Public Relations, Information Technology, Education, Museum Studies, Humanities (History, Canadian Studies, Political Science, Anthropology, Art History, and Fine Arts)

- Experience in use of design tools, multimedia, and related equipment strongly desired (e.g. Website development, Photoshop, Adobe Creative Suite, Digital Audio Recording/Editing)

- Experience with popular social media platforms a requirement; experience with social media as a brand tool an asset

- Demonstrated interest in Canadian historical perspectives is an asset, e.g. social and political history, built heritage, material culture, interpretation and story-telling

- Computer proficiency, including MS Word, Excel, and other common systems is required

- Experience working with artifacts and digital photography is an asset

- Proficiency in spoken and written English is essential, French and/or additional language skills an asset

- First Aid/CPR training is an asset

- Experience and comfort with public speaking

- Excellent oral, communication and organizational skills, accuracy, attention to detail, friendly, open to learning, self-motivated, able to work independently and as part of a team

- Physical demands of this position include sitting at a desk, using a computer, climbing stairs, and standing for an hour or more at a time
- Physical dexterity to handle collection artifacts by hand
- Availability to work weekends and occasional evenings required

Interviews will be conducted in early May 2021 with a view to the role beginning on May 19, 2021. Candidates may be required to show proof of a clear Criminal Record and Child Abuse Registry Check.

This position is dependent upon funding approval from the Young Canada Works program. Applicants wishing to be considered for this position should be registered in the YCW in Heritage Organizations candidate job bank. YCW criteria state that candidates must be between the ages of 16 and 30 years; must be Canadian citizens, permanent residents or have refugee status in Canada; and must be legally entitled to work in Canada.

The Friends of Dalnavert Museum Inc. welcomes diversity in the workplace and encourages applications from all qualified Canadian students, especially those from groups that have been historically marginalized, including, but not limited to: Indigenous peoples, members of visible minorities, members of the Queer community, and individuals with disabilities. Employment Equity is a factor in selection. We encourage applicants to self-identify.

Interested applicants may email a résumé including a cover letter and two references by 11:59 p.m., Friday, May 7, 2021 to employment@dalnavertmuseum.ca.