Learning Adaptation Review

Online Learning Specialist

The Alberta Museums Association (AMA) is the provincial association of museums and museum professionals. We are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. The AMA leads, facilitates, and supports the province's museums through professional consultation, career development opportunities, award-winning publications, and grants funding. We work on behalf of a vital and engaged museum community in Alberta and collaborate with partners across Canada.

Reporting to the Project Lead, the basic duties of the consultant include:
- Audit of existing materials in consultation with current / past program participants.
- Provide recommendations on content creation and interactive media based on audit.
- Work with project team to convert existing courses into effective e-learning options from syllabus to final evaluation, including developing or adapting multimedia materials.
- Collaborate with the Learning Adaptation Consultant to recommend content delivery options and tailor delivery structures to the selected platform.
- Develop online delivery format templates for adding additional courses or course materials.
- Train AMA staff to use platform, including updating materials and media.
- Other duties as required.

Qualifications / Competencies:
- Applicable certificate, diploma, or degree.
- Experience with adapting leaning programs to online format.
- Experience working collaboratively with project teams.
- Experience training instructors and administrators to offer online programs.
- Knowledge of museums and museum practice an asset.

Primary Location: Remote. The Alberta Museums Association offices are located in Edmonton, Alberta, Canada and our members are located throughout the province.

Contract Timeline: May 2021 – March 2022

Report to: Ben Fast, Program Lead

Proposal Information Required: Please include a cover letter outlining your qualifications and your interest in this project. Please also include any relevant samples or examples of similar work and two professional references. All proposals should provide an estimated cost for services rendered.

Please note: All information contained within the proposals is considered confidential. The AMA is not liable or responsible for any costs incurred in the preparation, submission, or presentation of proposals.

The AMA is committed to fostering an equitable, diverse, and inclusive workplace that is free from harassment, sexual misconduct, and discrimination. We actively encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression.

Please submit your proposal by Friday, May 6, 2021 to learning@museums.ab.ca

All questions regarding this RFP should be submitted via email to learning@museums.ab.ca. For more information about the AMA, please visit our website at www.museums.ab.ca.