



EMPLOYMENT OPPORTUNITY

Project Coordinator: Reconsidering Museums

Do you believe in the value of museums to Canadians and their communities? Do you want to help museums better articulate that value to funders, stakeholders, and the general public? Do you have experience synthesizing data into practical tools? The Alberta Museums Association (AMA) is looking for an organized, enthusiastic, and detail-oriented individual to support the next phase of our national research project on the value of museums.

Reporting to the Project Lead, the basic duties of the position include:

- Work with Project Lead, third party contractors, the national project consortium, and members to analyze and communicate data
- Develop content for advocacy toolkit and associated digital content
- Develop content for marketing toolkit and associated digital content
- Work with museums and consortium partners across Canada to roll out the toolkit content

Qualifications / Competencies:

- Undergraduate degree or applicable certificate, diploma, or degree
- Experience facilitating consultations and stakeholder engagement
- Experience in a museum, arts, culture or non-profit organization an asset
- Ability to transform data into engaging and accessible formats
- Strong problem-solving skills and ability to manage multiple priorities
- Excellent communication, organizational, interpersonal, and time-management skills
- Ability to work in a fast-paced, collaborative, team-based environment
- A sense of humour

Location: This is a remote position. Applicants from across Canada are encouraged to apply.

Hours and Compensation Package 8 month fixed term contract. 37.5 hours per week. Compensation package based on annual salary of \$45,000-50,000, access to benefits program and professional development funds.

Closing Date: Applications accepted until **April 30, 2022**; resumés will be reviewed as received.

Please submit a cover letter and resumé by email:

Lauren Wheeler, Strategic Services Director, hr@museums.ab.ca.

* Further information about the position is available by email only, by request.

The AMA is the provincial association of museums and museum professionals. We are a registered charity accredited by Imagine Canada and are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. For more information on the AMA, visit our website at museums.ab.ca.

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.

The AMA thanks all applicants for their interest but only those selected for interviews will be contacted.