

Employment Opportunity
**Education & Communications
Coordinator**
Full-Time Permanent Position



The Museum of Health Care at Kingston is currently seeking an Education & Communications Coordinator. This position, in consultation with the Museum Manager & Program Director, has the overall responsibility of maintaining and advancing the educational programming as well as the communications efforts of the Museum.

Responsibilities include:

- Educational program design, development, delivery and evaluation, including (but not limited to) school programs, guided tours, online programs and seniors outreach activities;
- Mobilizing the Museum's social media (Twitter, Facebook, YouTube) strategies and online (website, blog) presence;
- Management of the Museum's volunteer docent program and part-time student employees;
- Designing and executing Museum communication materials (e.g. newsletters, annual reports, member email communications, program posters, promotional videos).
- Development and implementation of advancement strategies and campaigns to increase awareness of, and attract funds for the Museum.

Pay scale:

Competitive & commensurate with experience.

The successful candidate will possess:

- A degree and/or diploma in a field that is applicable to the mandate of the Museum
- Education and communications experience, preferably in a cultural heritage sector;
- Knowledge of Canadian history;
- Experience in program development and delivery (all age groups);
- A demonstrated ability to work effectively with teams and committees.

Additionally, bilingual ability in written and spoken French will be considered 'an asset'.

Please submit via email a cover letter, resume, and three references with contact information (.PDF or Word .DOC format only) by **5:00 pm on December 28, 2018** to:

Museum of Health Care at Kingston
Kevin Moorhouse, Museum Manager & Program Director
Kevin.moorhouse@kingstonhsc.ca

We thank all applicants for their interest and consideration; please note that only those selected for an interview will be contacted.