

## MUSÉE BYTOWN MUSEUM



### **Coordinator of Marketing and Communications (P/T Position)**

MUSÉE BYTOWN MUSEUM is a vibrant, successful and progressive community museum in the heart of Ottawa, Ontario - the capital of Canada. It is a registered charity, not-for-profit organization. The Museum is seeking a dynamic and energetic **Coordinator of Marketing and Communications**. The successful candidate will have excellent people and communication skills, as well as superb professional experience with current technologies and social media and website maintenance – the future of museums and marketing.

The Coordinator of Marketing and Communications will lead the development, implementation and distribution of museum marketing materials, including but not limited to graphic design and photography, production of e-newsletters, ads, rack cards, brochures, flyers, posters, postcards and signage, and press releases.

The Coordinator will research and make recommendations for marketing and promotional opportunities.

The Coordinator will lead social media posts, update and maintain the museum's website, including the online fundraising campaign. He/she will also update the information on outside websites, such as Ottawa Tourism, Tourisme Outaouais and Ontario Attractions.

The Coordinator will oversee marketing and communication activities, including facilitating liaison with Ottawa Tourism, Tourisme Outaouais and partner businesses and organizations.

Professional ability with videos and photography is a great asset.

University or College degree/diploma in marketing, communication, media, or equivalent and a minimum of two years of related marketing and communications experience is required.

A thorough knowledge and experience with website design and maintenance is mandatory. Specifically the candidate needs to be experienced with "WORD PRESS"-the program used to develop the Museum's website.

Fluently bilingual (French and English) is mandatory.

The Coordinator will report to and work closely with the Executive Director to develop and enhance museum marketing and communications activities.

This Coordinator position offers a competitive salary and professional development opportunities. P/T position: 25 hours/week.

Please apply by e-mail to [robinetherington@bytownmuseum.ca](mailto:robinetherington@bytownmuseum.ca) with a resume and covering letter. Or mail it to:

MUSÉE BYTOWN MUSEUM

1 Canal Lane, P.O Box 523, Station B | 1 ruelle Canal, C.P. 523, succursale B

Ottawa, Ontario K1P 5P6 | Ottawa (Ontario) K1P 5P6

[www.museebytown.ca](http://www.museebytown.ca) / [www.museebytown.ca](http://www.museebytown.ca)

We thank all applicants for their interest; however only those selected for an interview will be contacted.