



Job Posting

Course Director: Museums and the Community

The Ontario Museum Association is seeking a Course Director for its Certificate in Museum Studies course **Museums and the Community** for delivery in its April 2012 to March 2013 fiscal year. The course is scheduled to be delivered September 4-6, 2012 at the Markham Museum in Markham, Ontario.

A Course Director's duties include:

- Planning, organization and delivery of the three-day course
- Recruitment and supervision of instructors/guest speakers
- Marking of student assignments.

OMA Secretariat staff handles administration and site coordination. A modest honourarium and expenses related to travel and accommodation are paid to the Course Director. A smaller amount is allocated for any additional instructors/guest speakers the Course Director may wish to use in delivering the course, in accordance with a predetermined budget.

Qualifications

- Education and experience in course subject matter
- Teaching experience, particularly in adult education, is a benefit
- Experience working in a community museum in Ontario and an understanding of the challenges and issues prevalent in the Ontario museum community
- Strong organizational and communication skills are required.

Course Description: Museums and the Community

This course introduces participants to the principles, ideas, and techniques necessary to the development and strengthening of the museum's relationships with its communities. Emphasis is placed on looking at the community as the foundation upon which to base and develop guidelines for museum activity. Specific techniques, ideas, and advice are included to assist participants in creating programs for their own museums. This course will look at a wide range of issues facing museums in their search for audiences and support and consider practical solutions.

Core topics include:

- Relationships between Canadian museums and their communities in a rapidly changing social, political and cultural environment, as they relate to programming, audience development and fund raising.

- Tools and practical solutions that can be used by museum workers to negotiate support from potential sponsors and communicate effectively with target audiences
- Special event planning
- Museum marketing – approaches to analyzing and developing the museum's market
- Museum services

Details concerning course curricula and/or student and Course Director expectations may be obtained from the OMA Professional Development Program Manager Mary Collier at 416-348-8672 or pd@museumsontario.com.

We invite expressions of interest from qualified persons by January 30, 2012. Please include Curriculum Vitae and a cover letter directed to:

Mary Collier
Professional Development Program Manager
Ontario Museum Association
50 Baldwin Street
Toronto, ON M5T 1L4
pd@museumsontario.com