

Position Name: Virtual Content Technician

Employer: Dartmouth Heritage Museum Society

Position Dates: 25/05/2022 - 31/08/2022

Number of Weeks: 14

Number of Positions: 1

Hourly Wage: \$14.00

Hours Per Week: 35

Location(s):

- Evergreen House, 26 Newcastle St Dartmouth, NS B2Y 3M5
- Quaker House, 57 Ochterloney St, Dartmouth, NS B2Y 1C3

About the Position:

The Virtual Content Technician will help set us up for online success with the production of high quality and well prepared digital content. This content will help us keep in touch with the community we serve and help attract new visitors and supporters in our work towards a sustainable future for the museum. The individual will work with us on virtual content; podcasts, videos, exhibits and tours, and other virtual solutions. In particular, we are seeking a motivated individual to complete the following:

- Plan, coordinate, film, and edit at least twelve (12) promotional or educational videos for the DHM YouTube channel (options include filmed guided tours, short history moments, curator corner, artifact exploration, and others. Student would also be able to pitch their own ideas)
- Record and edit at least twelve (12) episodes of DHM’s DartMyth Podcast. Script writing is not necessary, but welcomed.
- Work with staff in continuing and strengthening the Evergreen House audio tour and in creating an audio tour for Quaker House
- Use Canva for digital design of social media posts, ads, and images for the website
- Potential for limited website page design

Percentage Breakdown of Duties:

Video Production	40%
Web Activity	10%
Database Use	3%
Research	2%
Coordinating / Organizing	5%
IT Programming / Development	40%

Required Qualifications:

This position is funded through the Nova Scotia SKILLS program, which has the following requirements:

- The student must be a permanent resident of Nova Scotia or reside in the province for at least six months prior to this work term, and be registered in or accepted to a full-time post secondary program in the fall

Due to the nature of the position and duties assigned the following qualifications will also be required:

- Have first-hand experience in creating digital content - specifically video and audio productions
- Enrolled in currently or possess previous education in digital content creation, graphic design, or other related area
- Knowledgeable in or have familiarity with common computer programs (Microsoft Office Suite, Google Workspace, etc.)
- Available to work day shifts Tuesdays through Saturdays
- Ability to work on-site (26 Newcastle St AND 57 Ochterloney St)
- Ability to work independently and to self-motivate
- Good written and oral communication skills

Desired Qualifications:

While not mandatory, applicants with the following skills and experience will be given preference.

- Experience using Audacity to record and edit audio files
- Experience using free video editing software (ex: iMovie, etc.)
- Experience in creating social media content (posts, stories, reels, etc.)
- Familiarity with using and posting to Facebook, Instagram, Twitter and Youtube
- Familiarity with Canva
- Ability to incorporate branding colours and fonts into content
- Familiarity with local history
- Previous experience in the heritage sector
- Experience with WordPress editor
- Ability to safely lift up to 50lbs

About Dartmouth Heritage Museum:

The Dartmouth Heritage Museum Society collects, preserves, interprets, promotes, and makes accessible the cultural heritage of Dartmouth and vicinity. We operate the museum from two historic houses and from two different time periods. Our mission is to use storytelling to inform the public and strengthen community bonds. Our programming will help frame an understanding of past choices, present circumstances, and future possibilities. We commit to: Engagement, Education, and Storytelling.

Evergreen House is a large Victorian manor house built in 1867 for the locally prominent James family. Evergreen is also the administrative center for the Museum. Quaker House was built in 1786 and was one of several houses built by a group of Quaker Whalers originating from Nantucket. Quaker House is the oldest standing structure in Dartmouth. To learn more, please take a look through our website www.dartmouthheritagemuseum.ns.ca

Interested applicants should send their resume, cover letter, and references to eventscoordinator@dartmouthmuseum.ca. Applicants may also choose to share links to a relevant portfolio or work examples.

Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. DHMS welcomes applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to eventscoordinator@dartmouthmuseum.ca