

# JOIN OUR TEAM!



## THE ROLE

### Educational Content Developer/Videographer

This is a temporary full-time (until approximately March 7, 2025) position at the County. The hourly compensation for this role is \$22.34.

## THE OPPORTUNITY

Calling all recent or soon-to-be graduates! We are seeking a creative Educational Content Developer/Videographer to join our team.

You will develop and enhance educational and special interest programs—including support materials such as lesson plans, work plans, evaluation forms and relevant online resources—aimed at increasing the online user’s awareness of Haldimand County’s arts, heritage and culture.

If you are interested, apply today to become an essential part of the Haldimand County team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Team-Building Support
- Career Growth
- Networking Opportunities



- Post-secondary diploma/degree relative to area of responsibility.



- Some current related experience, including volunteer or post-graduate studies.



- Interpersonal Communication
- Active Learning
- Self-Direction

## THE COUNTY

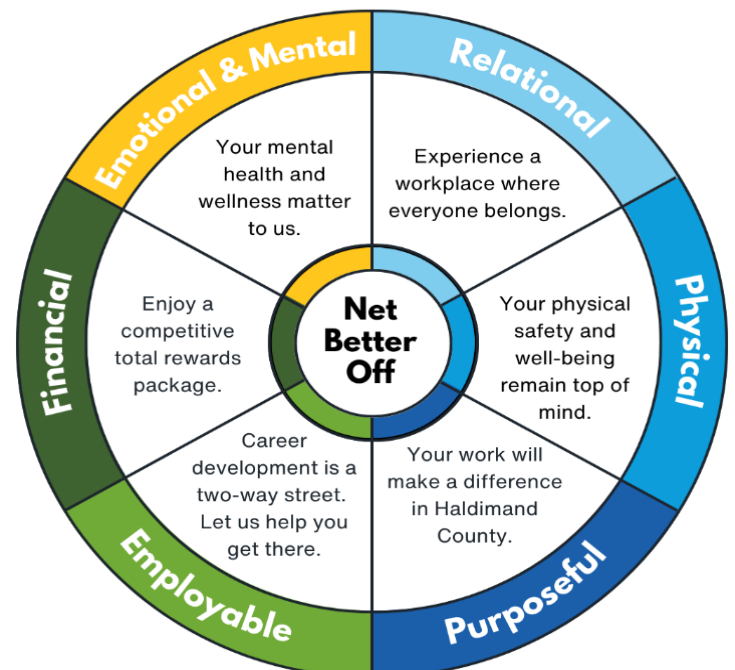
Haldimand County is committed to providing valuable work experience for graduates- without having to leave your community. This position is designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we’re passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **August 5, 2024 at 4:30 p.m.** Visit our Careers page for more opportunities.



## JOB DESCRIPTION

### Educational Content Developer/Videographer, Community Development & Partnerships

<p><b>POSTING #:</b> NU-2024-17</p> <p><b>POSTING PERIOD:</b> July 22-August 5, 2024</p>	<p><b>Employer Group:</b> Non- Union</p> <p><b>Reporting To:</b> Supervisor, Heritage &amp; Culture</p>
<p><b>Grade:</b> Student 3</p> <p><b>Wage Per Hour:</b> \$22.34</p>	<p><b>Position Status:</b> Temporary Full-Time (until approximately March 7, 2025)</p> <p><b>Hours Worked Per Week:</b> 35</p> <p><b>Location:</b> Caledonia, ON (Edinburgh Square Heritage &amp; Cultural Centre)</p>

#### CORE COMPETENCIES:

Interpersonal Communication | Active Learning | Self- Direction | Diversity & Cultural Intelligence

#### POSITION SUMMARY:

This role at Haldimand Museums is responsible for supporting and overseeing the creation of new digital content that revolves around educational and special interest resources for diverse user groups, including opportunities for individuals with special needs. The responsibilities include developing and/or enhancing educational and special interest programs, complete with support materials such as lesson plans, work plans, evaluation forms and relevant online resources. Aimed at increasing the online user’s awareness of Haldimand County’s arts, heritage and culture, the incumbent will enhance existing web-based educational and/or special interest programming. Working closely with both staff and volunteers, they will actively promote Haldimand Museums’ programming, exhibitions and collection using digital web content and multimedia sources to ensure effectiveness of the newly-developed online programs. The position will also oversee the development of content for monthly e-calendars for the landing page. Lastly, the role will review and suggest edits to improve the website’s content.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

- University degree or Community College Diploma relative to the area of responsibility.
- Special consideration will be given to applicants with the following:
  - Graduate of a post-secondary program with an emphasis on Museum or Archival Management, Library and Information Studies, Communications, Digital Media, History or Fine Arts.

##### Experience

- Some prior experience, including volunteer or post-graduate studies.
- Special consideration will be given to applicants with the following:
  - Experience working with digital equipment, social media, vlogging or blogging, podcasting.
  - Demonstrated interest or experience in writing, museums or cultural institutions.

##### Knowledge/Skills

- A highly-organized and goal-orientated individual, the Educational Content Developer/Videographer is a creative thinker who will be involved in all aspects of the development of online content from planning to

completion. Responsibilities include designing and developing educational web resources and web content. Experience and/or knowledge of Museum Standards and proper care and handling of artifacts will be gained during the placement. The Content Developer/Videographer may be asked to assist patrons with tours of the facility/facilities, research queries or program participation.

- Ability to manage repetitive tasks with thorough attention to detail; a highly-motivated team player, enthusiastic, creative, with excellent oral and written communication skills. Experience with Microsoft Office, Adobe Photoshop, Canva, Google Apps, WordPress and any other design programs that could be adopted by Haldimand Museums.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification and/or exchange routine information.
- Demonstrated initiative, and ability to make decisions involving multiple routine tasks, within established procedures.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional access to confidential data.
- Demonstrated analytical and problem-solving skills involving regular ingenuity, and development of complex, new and improved methods, procedures, systems etc.
- Demonstrated capability to provide orientation or technical guidance, as needed.
- Organizational skills, with considerable attention to detail to avoid errors, and ability to meet deadlines.
- Technology Aptitude:
  - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices.
  - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint).

## **RESPONSIBILITIES**

The incumbent is expected to but not limited to:

### People

- Work collaboratively, consult and communicate with team members to achieve project goals in an inclusive and engaging manner;
- Build rapport with individuals featured in oral histories or video productions.

### Functional

- Content Creation:
  - Research themes and draft content for new online programs and develop possible learning aids to be included with the programs (e.g. lesson plans, worksheets for educators and/or students, etc.);
  - Identify and add content to existing online educational resources and create new and interactive resources that may enhance Haldimand Museums' reference and educational data; upload to website;
  - Video production and editing of online programming/content for Heritage & Culture TV (HCTV);
  - Evaluate existing programming for: (a) educational content related to public, secondary and home schoolers; and, (b) general interest;
  - Suggest updates for Haldimand Museums landing page on the Haldimand County website and other social media including new resource material, programming and links to Facebook or YouTube channels;
  - Integrate new digital images with updated curatorial data for viewing/searching by staff and patrons.
- Program Testing & Launching:
  - Program testing and evaluation with staff and volunteers; revisions as required;
  - Program launch (ongoing with each new or updated program);
  - Work with Heritage & Culture staff to determine themes for new online educational programs which connect/relate to the Ontario curriculum;
- Collections & Records Management:
  - Review Haldimand Museums' collections management and archival policies, provincial Museum Standards and Curriculum Guidelines, copyright, Freedom of Information Guidelines and other relevant documents/publications.

Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

### **POSITION REQUIREMENT(S):**

A current (within the past 6 months) Police Check	OPP LE 220 (18+ years)
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Candidates must register with Young Canada Works: <https://young-canada-works.canada.ca>

Candidates must meet Young Canada Works eligibility including:

- A Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- Legally entitled to work in Canada;
- Between 16 and 30 years of age at the start of employment;
- A college or university graduate.

*Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.*

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.