

Job Ad – Admin/Social Media Manager

About Us

The Fort Museum of the NWMP and First Nations Interpretive Centre is a non-profit museum and archives in Southern Alberta dedicated to the early histories of Fort Macleod, the Blackfoot, and the North West Mounted Police.

Job Description

The Fort Museum is looking for an Admin/Social Media Manager to join their team; this is a seasonal, full-time position for 35 hours/week. The Admin/Social Media Manager will manage all marketing activities of the Fort Museum. This position will be responsible for creating and continuing content that aligns with our mission that engages our audiences in entertaining and educational methods.

This position will manage the Museum's social media platforms, these include Facebook, Instagram, and Twitter. They will also be responsible for managing the Museum's other marketing platforms including our website, Google Business, and various travel website pages. The Social Media Manager will be responsible for evaluating the marketing activities of the Museum including tracking performance of digital marketing initiatives and researching new marketing opportunities.

The Admin/Social Media Manager is to assist with the administrative duties such as answering phone calls and emails in a professional manner. They will provide expertise on the Museum's various programs while processing bookings. This position will be responsible for offering a high level of customer service.

Qualifications

Candidates must be a reliable, self-motivated individual who can work both independently and with a larger team. Experience in tourism or business marketing is preferred but not mandatory. Experience in the following areas would be an asset: graphic design, customer service, website development, tourism, social media, photography.

This position is offered in part by the Canada Summer Jobs grant and therefore we are looking for applicants who are between the ages of 15-30, are legally entitled to work in Canada, and are Canadian Citizens, or a permanent resident, or a person whom refugee protection has been granted under the Immigration and Refugee Protection Act.

How to Apply

The Fort Museum recognizes the importance of being an equal opportunities employer free from bias and judgment. The Museum will not discriminate against any person with respect to the designated protected grounds. The Museum will try, where feasible, to eliminate systemic barriers to advancement and/or redress the under-utilization of designated groups.

Applicants can apply by emailing their resume to fortmuseum@fortmacleod.com. The application deadline is **March 21, 2022**.