



# PHILIP J. CURRIE DINOSAUR MUSEUM

Digital Media Assistant

\$18/hour 37.5 hours/week

Start date: Immediately

End date: Aug. 28, 2020

The Philip J. Currie Dinosaur Museum is seeking a student to support the delivery of a digital media strategy. The strategy will be developed and managed by the museum's marketing contractor. The successful candidate will also assist in the evaluation of new initiatives through the delivery of visitor surveys.

Working under the direction of the Operations Manager, the digital media assistant will help deliver our campaign through daily postings to the museum's social media platforms. The incumbent will also assist in the documentation of activities and events by taking still and video photography as required. This will augment the work of the contract videographer. The assistant may be asked to set up review meetings and assist in the development of a digital archive.

The candidate will document established and new activities at the museum and at the Pipestone Creek Bonebed. These activities will include summer camps, Palaeontologist for a Day, Bonebed Tours, Dino Safari, and Dino Derby. The Digital Media Assistant will assist in ensuring that all releases are obtained and filed.

As part of the ongoing product development, the museum is conducting surveys. The candidate will set up, distribute and assess the online surveys.

## Skills

- Proficiency with social media platforms such as Facebook, Twitter, Instagram, and YouTube
- Photography and video skills, proficiency with cameras and video cameras
- Video editing and competency with Photoshop an asset
- Ability to create short video for upload to YouTube
- Good writing skills an asset
- Good graphic design skills an asset
- Familiarity with SurveyMonkey and MailChimp an asset

## Education

Candidate must be returning to school in the fall

This position would be a good fit for a marketing, Graphic Design, or Digital Media student

Please email a cover letter and resume to [hr@dinomuseum.ca](mailto:hr@dinomuseum.ca).

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