



## Muskoka Lakes Museum

**Job Title** – School liaison

**Purpose** – the Muskoka Lakes Museum (MLM) needs your help to connect with the various schools in the region and let them know what we have to offer for programming. We need help getting this message into the schools, and in arranging school visits, either to the museum, or to have the museum deliver a program at the school.

**Expectations and Responsibilities** – create a plan, with input from the museum director, to contact the various schools in the region. This will include info on our curriculum-related programming, and a list of contact names.

**Time requirements** – the time line is for groups to visit in May or June of 2017, (and possibly Sept and October). The hours are flexible, and could be done from home, for the most part, requiring ½ to 1 day a week.

**Skills and Qualifications** – experience with school groups, either in the class-room, or in a museum or interpretive-related setting. Organizational skills are needed and some computer skills would be helpful.

**Orientation and Training** – initially there will be a meeting(s) with the museum director to review what is being done presently, and to gain an understanding of this project's goals, that is, more school visits. Review of the museum's curriculum-related programming, and its promotional materials in general is also required.

**Benefits** – the opportunity to meet and connect with teachers and principals in the different schools in the region and 'sell' them on the museum's programming. The opportunity to join the team of volunteers involved at the museum, (we have a general orientation and training meeting in May, before we open). You will be a key factor in growing the museum's school programming.

**Job location** – orientation and training takes place at the museum in Port Carling, but during the winter months, (when the museum building is closed) this will be a 'work from home' project.

**Contact** – Director/Curator Doug Smith, (705-706-1806) or [info@mlmuseum.com](mailto:info@mlmuseum.com)