

Job Description: Museum Guidelines Project Coordinator
Museum Association of Newfoundland and Labrador

Jobs Title: Museum Guidelines Project Coordinator

Project Title: *Phase 1, Guidelines for the Operation of Community Museums in Newfoundland and Labrador: 3rd Edition*

Compensation: \$21 per hour, 35 hours per week

Duration of Employment: 2026/08/31 – 2027/05/28, with a possibility of extension

Hours of work: Monday – Friday, 8:30 AM – 4:30 PM (Occasional evening and weekend work required)

Location: Museum Association of Newfoundland and Labrador (MANL) Office, 95 Bonaventure Avenue, Suite 503, St. John's, Newfoundland and Labrador

The Museum Association of Newfoundland and Labrador (MANL) is a charitable organization representing institutions and individuals interested in the preservation and promotion of the province's heritage. The Association was incorporated in 1980 under the leadership of a volunteer Board of Directors representative of the museum and heritage community in the province.

Position Overview:

Working under the supervision of MANL's Managing Director and Program Coordinator, the Museum Guidelines Project Coordinator will be responsible for overseeing every aspect of updating and revising MANL's *Guidelines for the Operation of Community Museums in Newfoundland and Labrador* from the 2nd to 3rd Edition, with the primary focus on IDEA (Inclusion, Diversity, Equity and Accessibility) and Reconciliation.

The candidate will oversee project management, be the primary liaison to communicate and collaborate with a wide variety of community participants, and contribute to the revision of the Guidelines. The candidate will be responsible for documenting and reporting on every stage of the project, ensuring all tasks are completed on time and within budget.

Job Responsibilities:

- Liaise with internal and external stakeholders, including MANL staff and board, project partners, Indigenous governing bodies, community organizations and special focus groups
- Contract industry professionals to provide consulting services for the project and ensure that contractual obligations are fulfilled
- Oversee project management, including setting deadlines, prioritizing tasks, identifying deliverables, and producing bi-monthly project status reports
- Track and update project budgets and provide monthly financial reports throughout the project's execution, ensuring adherence to the budget
- Organize and host engagement sessions, design and distribute surveys, and oversee other activities related to the project as required
- Produce monthly feedback summaries based on the feedback received from key stakeholders
- Evaluate work completed at each phase to ensure the project objectives, standards, and deadlines are being met
- Contribute to the revision of the Guidelines to include updated procedures, culturally appropriate protocols, and modern technological practices (done with the advice and guidance of experts and those with lived experience)

Skills and Qualifications:

- Minimum 3 years of experience working in the non-profit sector
- Proven work experience as a Project Coordinator or similar role is required
- Proven experience in stakeholder engagement is required

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- Demonstrated experience in resource development with a proven track record is preferred
- Excellent verbal and written communication skills; previous experience as a Contributing Writer/Editor, or similar role, would be considered an asset
- Excellent research skills
- Proven ability to multi-task in a fast-paced environment
- Excellent organizational skills and attention to detail
- Excellent technical skills, including proficient use of Zoom, Google Suite (Docs, Sheets, Drive, Gmail, Calendar, Meet), Canva, Adobe Acrobat, and Meta Business Suite
- Comfortable with Microsoft 365 (Word, Excel, PowerPoint, Teams)
- Working knowledge of WordPress and experience in website content management is preferred
- Familiarity with the GLAM (Galleries, Libraries, Archives, and Museums) and heritage sectors in Newfoundland and Labrador is preferred
- Excellent interpersonal and relationship building skills; must be confident speaking with new people both in person and by phone
- Strong public speaking skills would be considered an asset

Working Conditions:

Work will primarily be carried out in-person from the MANL office, with a possibility of hybrid arrangements. Flexibility is essential, with some evening and weekend hours expected during special events. The position requires on-site work with MANL staff and interactions with the public. The candidate must provide a valid certificate of conduct from the RNC.

MANL is committed to fostering diversity and removing barriers to inclusion, and strongly encourages applications from all qualified individuals, including, but not limited to IBPOC individuals, members of the 2SLGBTQ+ community, gender-diverse individuals, persons with disabilities, neurodiverse individuals, refugees, newcomers to Canada, and others who may contribute their perspectives and lived experience to the further diversification of the organization.

Application Guidelines:

To apply, please submit:

- Resume
- Cover letter
- A short writing sample (between 2000 and 3400 characters with spaces) describing how you would engage with equity-deserving groups for the purpose of this project

Please email your materials as **one PDF** to MANL's Human Resources Committee at hiring@museumsnl.ca no later than **11:59 PM NDT on Friday, August 21, 2026**.

We thank all candidates, however, only those selected for the interview will be contacted.

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