

CONTRACT OPPORTUNITY

Position: **Writer/Researcher** (*Standards for Saskatchewan Museums document revision project*)

Organization: Museums Association of Saskatchewan (www.saskmuseums.org)

Location: Regina, Saskatchewan, Canada

The *Museums Association of Saskatchewan (MAS)*, a not-for-profit provincial organization, provides advocacy, professional development opportunities, and educational programming for more than 200 members (institutional and individual) throughout the province of Saskatchewan.

We are seeking a knowledgeable **Writer/Researcher for a two-part project:**

Part One will be conducted between March 1-31st, 2010 :

- review existing document and recommend changes/addition/updates;
- conduct initial research, as necessary, on existing professionally accepted standards of museum excellence. Particular attention to be given to: legal issues (privacy, copyright), community engagement, cultural diversity, electronic media, etc. ; and
- provide revision strategy and recommendation report.

Part Two will be conducted between April 1st and Jun 15th, 2010:

- complete research process, as necessary ;
- revise standards by making changes and additions as research dictates; and
- produce completed document *Standards for Saskatchewan Museums – 2010*.

Qualifications:

- university degree or equivalent combination of training and experience
- sound knowledge of all aspects of museum operating procedures
- practical experience with museums operations
- demonstrated research skills
- experience writing/researching/revising documents and excellent written communications skills
- demonstrated organizational skills
- demonstrated ability to adhere to deadlines and work independently
- demonstrated ability to work collaboratively with project managers/stakeholders
- excellent verbal/digital communications skills
- able to work from own space with reliable internet connection
- demonstrated understanding of the unique nature of the Saskatchewan museum community, and its role in the community

Contract: Fee to be negotiated. Apply by February 19, 2010. Project to be completed between March 1st and June 15th, 2010.

Please send cover letter detailing experience and qualifications, resume, references to:

Museums Association of Saskatchewan
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