

## Job Posting

### **Cultural Resource Management Program, Division of Continuing Studies and the Faculty of Fine Arts, Department of Art History and Visual Studies, University of Victoria**

**Position:** Course Developer and Instructor, Digital Planning in the Cultural Sector

**Posting Date:** January 4, 2022

**Closing Date:** January 23, 2022

**Format:** Online

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#### **POSITION SUMMARY**

The Division of Continuing Studies at the University of Victoria invites expressions of interest for the development of a foundational course Digital Planning in the Cultural Sector for the Cultural Resource Management Program.

For over 30-years the Cultural Resource Management Programs in the Division of Continuing Studies have been offering educational opportunities to emerging and mid-career professional in the museum, heritage and cultural sector. Current programs include the Diploma in Cultural Resource Management, and Professional Specialization Certificates in Collections Management, and Visitor and Community Engagement. In addition, online and face-to-face courses can be taken for credit or non-credit and are accessed by undergraduate, graduate and professional learners.

#### **COURSE DESCRIPTION**

##### **Digital Planning in the Cultural Sector**

An examination of the role of digital technologies in the cultural sector, and introduction of key principles and practices required for decision-making and planning.

##### **Learning Outcomes**

1. Understand and think critically about the impact (opportunities/challenges) of the digital economy on the cultural sector;
2. Explain the role of digital in cultural organizations including: community building, communications, exhibitions, public programming, collections, increased accessibility, and other core activities;
3. Understand how digital can be integrated into a comprehensive organizational strategy and the factors used to determine priorities and deliverables;

4. Analyze organizational and community needs to make strategic decisions regarding the development and implementation of digital initiatives;
5. Apply project management principles and practices in a digital development initiative;
6. Evaluate the use of digital media in a given organization.

**Qualifications:**

- Master's Degree in a related field or, an equivalent combination of education and experience;
- Professional experience in the cultural sector;
- Excellent interpersonal, communication, and facilitation skills;
- Instructional experience with online/distance education is considered an asset;
- Previous teaching experience with adult and professional learners preferred.

**Key duties/responsibilities:**

- Develop course blueprint based on learning outcomes to guide online development including: detailed assignment dates, descriptions, rubrics, schedule and list of readings and resources;
- Work with online development team to ensure that learning objectives, learning activities, and assessments meet the expectations for the course;
- Model effective oral and written communications that engage the learners, provide clarity, and provide a rich learning environment for participants;
- Ensure all content delivered corresponds with overall course learning outcomes;
- Demonstrate consistency and fairness in the preparation and grading of submitted work and ensure that feedback is timely.

**Pay Rate:** While course development and instruction are two separate appointments, it is anticipated (and preferable) that the successful candidate will undertake both components. The stipend for course development is \$6000 (CDN). The stipend for course delivery is determined on the basis of academic credentials and prior academic teaching experience.

**Equity Statement:** The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

**Application Procedure:**

Please submit your application (including C.V. with a Cover Letter) to Maxine Reitsma, Program Coordinator, Cultural Resource Management Program at [crmcoord@uvic.ca](mailto:crmcoord@uvic.ca)

Please submit your expression of interest by: **January 23, 2022**