

JOB POSTER
POSITION: CONTENT CREATOR

An opportunity to work at a state-of-the-art archival facility, a repository for private sector records and municipal records for the Municipality of Argyle.

The Municipality of Argyle seeks an energetic, motivated and career-minded person to fill the permanent part-time position of Content Creator, to work at the Argyle Township Court House Archives (ATCHA).

Responsibilities: Research and write articles for the Argyle Municipality Historical & Genealogical Society's quarterly historical publication, *The Argus*; lead ATCHA's oral history projects (including interviews and write-ups); manage social media channels with a high level of professionalism, with a focus on audience engagement; use analytics tools for our social media platforms. Other responsibilities include administrative duties, member services, providing reference services to the public, and assisting with special events put on by ATCHA.

Qualifications: The candidate should have a post-secondary degree in communications or related fields: public relations, journalism, creative writing, etc. They should possess excellent oral and written communication skills in English, with French considered an asset. Strong writing skills are highly valued, to write factual, interesting articles for a non-academic publication, and to create content for social media platforms. Proofreading, photo editing skills and being able to read cursive would be considered an asset. The candidate should be personable, detail-oriented and customer-service minded. They should possess adequate computer skills and have knowledge of Microsoft Office Suite and be able to type with accuracy. Previous experience authoring content for publication is considered an asset, as is experience conducting interviews. Previous experience working in a museum, archives, or similar organization is also considered an asset. The candidate must have a driver's license or a reliable way to travel to work.

A detailed job description is available upon request.

This is a permanent part-time position for the Municipality of Argyle, 3 days, or 21 hours per week. The salary will depend on experience and education levels and shall be in accordance with the Municipal salary range for this position.

The Municipality of Argyle is an equal opportunity employer. The Municipality of Argyle is committed to the principles of the Accessibility and of the Equity and Anti Racism Acts. As such, we strive to make our recruitment, assessment, and selection process as inclusive as possible and provide accommodation as required for applicants with disabilities or other specialized needs.

To apply, please send a cover letter, résumé, and a sample of your writing – 500 to 2000 words, on any subject of your choosing – to:

ATTN: Judy Frotten, Heritage Development Officer
Argyle Township Court House & Archives
8162 Hwy 3, P.O. Box 101
Tusket, NS B0W 3M0
Email: jfrotten@argylecourthouse.com
Website: www.argylecourthouse.com
Phone: 902-648-2493



The deadline to apply is Thursday, April 24, 2025, at 4:00pm.