



Consultant AMA Learning Program Adaptation

The Alberta Museums Association (AMA) is the provincial association of museums and museum professionals. We are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. The AMA leads, facilitates, and supports the province's museums through professional consultation, career development opportunities, award-winning publications, and grants funding. We work on behalf of a vital and engaged museum community in Alberta and collaborate with partners across Canada.

Reporting to the Project Lead, the basic duties of the consultant include:

- Review the Certificate in Museum Studies Program (CMS) and related professional development opportunities to identify gaps in content for updating of curriculum materials.
- Research contemporary issues impacting museum sector for the purposes of updating curriculum materials, including but not limited to Truth and Reconciliation, climate change, diversity, equity, accessibility, and inclusion.
- Identify content creation needs and liaise with partner museums and course instructors.
- Prepare new materials based on research to be added to the curriculum.
- Work with project team to update existing materials, particularly in collaboration with the Online Learning Specialist to tailor content and structure for online delivery based on the selected platform.
- Other duties as required.

Qualifications / Competencies:

- Applicable certificate, diploma, or degree.
- Experience with administration, instruction, or development of a museum studies program preferred.
- Excellent understanding of museum operations and museum standards, both theory and practice.
- Excellent understanding of contemporary issues impacting museum sector including but not limited to Truth and Reconciliation, climate change, diversity, equity, accessibility, and inclusion.
- Excellent written and oral communications skills.
- Facilitation experience.

Primary Location: Remote. The Alberta Museums Association offices are located in Edmonton, Alberta, Canada and our members are located throughout the province.

Contract Timeline: May 2021 – March 2022

Report to: Ben Fast, Program Lead

Proposal Information Required: Please include a cover letter outlining your qualifications and your interest in this project. Please also include any relevant samples or examples of similar work and two professional references. All proposals should provide an estimated cost for services rendered.

Please note: All information contained within the proposals is considered confidential. The AMA is not liable or responsible for any costs incurred in the preparation, submission, or presentation of proposals.

The AMA is committed to fostering an equitable, diverse, and inclusive workplace that is free from harassment, sexual misconduct, and discrimination. We actively encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression.

Please submit your proposal by Friday, May 7, 2021 to learning@museums.ab.ca

All questions regarding this RFP should be submitted via email to learning@museums.ab.ca. For more information about the AMA, please visit our website at www.museums.ab.ca.