

## **Bilingual Marketing Coordinator**



The Sturgeon River House Museum, in partnership with the, Voyageur Heritage Network are seeking a Marketing Coordinator to serve as an integral member of a small team, and assist in the growth of a network representing museums, historical societies, cultural groups and institutions throughout Northern Ontario.

***This position is partly funded by the Northern Ontario Heritage Fund Internship Program.***

Start Date : As soon as possible  
Full-time / Part-time

### Major Responsibilities:

- To help develop and coordinate the VOYAGEUR Heritage Network's business plan;
- To create a public image of the VHN as high profile, cultural organization offering a quality, tourist product;
- To encourage sites to increase their attendance, revenues and position within their communities;
- To increase cultural tourism at the Sturgeon River House Museum by reviewing, modifying, and enhancing existing programs currently offered and research the possibility of adding additional programs to the Museum's portfolio.

### Requirements/Qualifications:

- Must possess excellent Communication skills
- Must be Bilingual
- Must have adequate computer skills
- Must have ability to multi-task, and to handle deadlines
- Team player, innovative, proactive

