

**JOB DESCRIPTION  
CONTENT CREATOR  
MUNICIPALITY OF ARGYLE**



**Position Status**

Permanent parttime position at Argyle Township Court House & Archives (ATCHA)  
3 days per week, 7 hours per day (21 hours per week)

\*Benefits included.

**Reporting**

This position reports to the Heritage Development Officer.

**Description Overview**

Opportunity to work at one of Nova Scotia's most respected archival institutions. The position of Content Creator is responsible for: researching and writing articles for *The Argus* (the Argyle Municipality Historical & Genealogical Society's quarterly historical publication); leading oral history projects undertaken by ATCHA, conducting interviews and write-ups; and for managing our organizational social media channels, with a high level of professionalism.

**Qualifications**

- Post-secondary degree in communications or related field: public relations, journalism, creative writing, etc.
- Excellent communication skills. Strong writing skills are highly valued, to write factual, interesting articles for a non-academic publication and to create content for social media platforms.
- Adequate computer skills, knowledge of Microsoft Office Suite and able to type with accuracy.

**Considered to be an asset:**

- Experience with photo editing and proofreading.
- Ability to read cursive.
- Previous experience authoring content for publication.
- Previous experience conducting interviews.
- Previous experience working in a museum, archives, or similar organization.
- Bilingual (French)
- Have a driver's license or reliable way to travel to work.

**Specific Duties and Responsibilities**

**Position responsibilities include but are not limited to:**

- Assist with production of the quarterly newsletter, *The Argus*. This includes proofreading and photo editing.
- Research, write and publish articles pertaining to the history of the families, communities, and institutions of the Municipality of Argyle.
- Actively search out stories of interest in the community and encourage submission to *The Argus*, (which may include writing the articles for the contributor).
- Lead ATCHA's oral history project: identify subjects; ensure comprehensive documentation, including informed consent and deed of gift forms; conduct and record interviews digitally; prepare transcripts and store files in archival quality formats, ensuring accessibility for future generations.
- Plan and manage content for social media channels, with a focus on audience engagement.
- Ensure databases are kept up to date as new information is received as part of social media engagement.
- Use analytics tools to gain an understanding of content performance and audience engagement.

**Other duties may include:**

- Provide Member services: process membership dues, respond to queries, process sales.
- Administrative duties: answer the phone, greet visitors, process the mail, respond to emails, etc.
- Provide general reference services to the public when needed.
- Assist with special events put on by Argyle Township Court House & Archives (ATCHA).
- Other duties as approved or instructed by the Heritage Development Officer.