

Delta Museum and Archives Society
Summer Employment Opportunity
Position: **Education Assistant**

The Delta Museum and Archives Society (DMAS) is seeking a temporary (summer – 13 weeks), full time (35 hrs/week) Education Assistant.

The Education Assistant will undertake:

- Developing and presenting weekly programs for children ages 6-12
- Presenting educational programs for grades 5-7
- Preparing and supervising the programming portion of the DMAS Canada Day Celebration (activities and contests) and assisting in all aspects of event planning
- Coordinating the community event Kids Day
- Attending community festivals and promoting the DMAS to the public
- Conducting research, writing scripts, and developing activities for programs
- Preparing, purchasing, and coordinating supplies and materials
- Scheduling and coordinating program presenters and volunteers
- Conducting program evaluations
- Orienting visitors to museum facilities and services
- Aiding and assisting museum visitors

Qualifications:

- University studies in history, museum studies, anthropology, education, or related field preferred;
- Experience working with children in a leadership role; previous lesson planning or program development experience preferred.
- Experience working with the public; community events experience preferred
- Excellent written and oral communication skills; public speaking experience preferred;
- Excellent interpersonal skills with a high degree of thoughtfulness with the ability to work as part of a team and independently;
- Proficiency in MS Office; excellent organization abilities;
- The ability to lift 50 pounds
- Valid BC driver's license with occasional access to a car for outreach events;
- This position involves work with children, therefore a background criminal records check is required;
- Applicant must be legally entitled to work in Canada and fulfill the requirements of the granting agencies.

Terms of Employment: May 26 - August 22, 2015

Work week: Tuesday - Saturday with the occasional Sunday or Monday as needed.

Work hours: 9:00am - 4:30pm

Rate of pay: \$14.57/hour plus 4% in lieu of vacation

All DMAS summer employees are members of CUPE Local 454

DMAS is an equal opportunity employer

Send cover letter and resume to:

Gabrielle Martin, Executive Director

Delta Museum and Archives Society

gmartin@deltamuseum.ca

Closing date for applications is 3:00pm Monday, May 11th. We thank all applicants for their interest in the position but only candidates selected for interview will be contacted.