



www.cmags.org
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Position: **Museum Programs Assistant - Summer 2016**
Wage rate: \$14.25/hour
Hours: generally Wednesday-Sunday, 37.5 hours/week for 14 weeks
Start date: May 18 - August 21, 2016, pending funding approval from Canada Summer Jobs

Background: This summer job position is offered by the Canmore Museum & Geoscience Centre located in the Canadian Rockies, 20 minutes east of Banff and one hour west of Calgary, Alberta. The Programs Assistant will work closely with the Programs Coordinator assisting to prepare and deliver K-Grade 7 school programs, summer children's programs, interpretative tours and special events. The position is ideal for a 2nd to 4th year post-secondary student in Elementary or Early Childhood Education, Earth Science or History. Must have experience working with children. Duties include:

- assisting the Programs Coordinator in delivering school out-reach programs in May and June, K-Grade 7
- both leading and assisting in preparing and delivering children's summer day camp programs: Jurassic Camp, Backyard Science, Crime Solvers & Law Enforcers: Past and Present, The Great Outdoors
- assisting in planning, organizing, promoting and/or hosting community heritage events such as Canada Day @ the Barracks, the annual Miners Day Parade and BBQ, Heritage Open House and Alberta Culture Days, also geoscience events such as Geoscience Open House and Rock n'Fossil Day
- conducting weekly historical walking tours, assisting with other museum tours and events as necessary
- assisting in the galleries providing information to visitors about the exhibits and promoting Canmore to tourists
- helping to monitor and supervise the MRU Roving Scientist program at Grassi Lakes
- assisting with planning museum booths and activities for participating at local community events and festivals including Lafarge Open House, Canmore Folk Festival, Canmore Highland Games
- taking photos at museum events to be used for promotional purposes, photo documentation and photo file management, assisting to create promotional material, media ads, etc. for all community events
- various administrative duties such as program billing and statistics, data entry, development and maintenance of programming resource materials, participation at weekly staff meetings and monthly reports to the Museum Director
- assisting with the strategic plan priority of developing three new school programs, brainstorming and researching ideas for new public programming and kids activities
- assisting the Programs Coordinator to organize programming supplies and spaces. This task may require documenting an inventory. Keeping the programming spaces and supplies orderly
- general custodial duties such as cleaning, vacuuming, removing garbage and paper recycling
- from time-to-time the Programs Assistant may be called upon to carry out the duties of the Museum or Barracks Attendant
- other duties as required

The ideal candidate:

- is curious and creative, loves learning and sharing knowledge, possesses a keen interest in science and history
- likes and is comfortable engaging and working with children
- has prior experience working with children K-Grade 7, and developing and delivering children's programs (eg. summer camps)

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TELLING THE STORIES OF OUR MOUNTAINS AND OUR COMMUNITIES TO YOU

Canmore Museum & Geoscience Centre (Centennial Museum Society of Canmore)
902B 7th Avenue – P.O. Box 8849 – Canmore, Alberta, Canada T1W 0C1



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- has experience interpreting or leading tours
- possesses excellent oral communication skills and excellent people skills
- works well independently and also as a member of a team
- is versatile, adaptable, and has excellent time management skills
- is customer service-oriented
- has proficiency with Microsoft Office and Google Drive, comfortable working in Microsoft Publisher is an asset
- fluency in English is required. French or other language skills an asset
- First Aid certification is required

Note: This position is dependent on a grant approval through Service Canada - Canada Summer Jobs. We recommend registering with that organization when applying for this position.

Applicants must:

- be between 15 and 30 years of age at the start of employment,
- have been registered as a full-time student in the 2015-2016 academic year and intend to return to school on a full-time basis in the fall of 2016,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and
- be legally entitled to work in Canada in accordance with Alberta legislation and regulations.

To apply, contact: Lachlan Mackintosh, Museum Director
Canmore Museum & Geoscience Centre
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