



Job Title: Education & Engagement Assistant (YCW)

Reports to: Executive Director

Status: Summer Student, Contract, Full-time

Contract Date: May 7, 2019-August 23, 2019

Hours: Tuesday to Saturday 9:00am-4:30pm (shifts may be required outside these hours)

Salary: \$14.00/hour

Closing Date: April 12, 2019 at 4:00pm

This position is dependent on grant funding.

Summary of Position:

Our vision is to connect people with Chilliwack's history. This Summer Student position is an opportunity for a young person returning to full-time studies to experience a dynamic work environment in the Museum and Archives. The Education & Engagement Assistant will gain valuable experience while helping to fulfil the organization's vision.

As a student employee at the Chilliwack Museum and Archives, reporting to the Executive Director and supervised by the Education and Engagement Coordinator, the incumbent will work on short-term Education and Engagement Projects.

Duties & Responsibilities:

- Assist the Education and Engagement Coordinator with the planning, organization, and delivery of selected School Programs and Public Programming;
- Assist with the development and delivery of special events and community events;
- Assist, as required, with day-to-day museum operations including opening and closing, participating with other colleagues in occasionally staffing the reception desk for periodic coverage and Gift Shop retail sales or Archival Services as help is occasionally required with these functions.

Qualifications:

- University student, preferably in a B.Ed. program, or with courses in history, anthropology, fine arts, museum or archival studies, or another related field;
- Computer skills including knowledge & experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software would be definite assets;
- Experience working with children and families, ideally in a teaching environment, would be assets;
- Excellent organizational, technical writing, research, and manual skills with a penchant for attention to details;

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- Excellent interpersonal skills, preferably with some experience in teamwork and the information and service industries;
- Previous experience in a museum environment would be a definite asset;
- Because of the physical nature of some of the work proposed, the candidate must be physically capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height.

This position will be offered pending confirmation of funding. Applicants must be full-time students planning to return to full-time studies in the fall of 2019 and must be registered on the Young Canada Works on-line candidate inventory. This is a 15-week term position.

The Chilliwack Museum and Archives is an equal opportunity employer. All qualified applicants are invited to apply by submitting their cover letter and resume to:

Shawna Maurice

Executive Director, Chilliwack Museum & Archives

shawna@chilliwackmuseum.ca

We look forward to reviewing all applicants, however, only those selected for an interview will be contacted.