



## **Program Assistant**

16-week position, 35 hours a week

\$12.80/hour

**This position is dependent on receiving *Canada Summer Jobs* funding**

Touchstones Nelson: Museum of Art and History seeks a Program Assistant to assist the Public Programs Coordinator with program development and implementation specific to the museum, rotating exhibitions, and public events. The Program Assistant will also be a primary point person at the admissions desk and gift shop and to provide excellent customer services to all visitors.

### **Job description:**

The Program Assistant is responsible for the following project tasks:

- Assist with the 2019 and 2020 Exhibition programming
- Museum Mash program development
- Heritage Walking Tour app assistance
- Front desk responsibilities such as: retail gift shop sales & processing admissions
- represent Touchstones Nelson Museum at community festivals and events
- other responsibilities as they arise

### **Job Requirements:**

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Application:**

Apply with a cover letter, résumé and 3 references by Friday, May 3, 2018 to:

Stephanie Myers, Public Programs Coordinator

Touchstones Nelson: Museum of Art and History

[programming@touchstonesnelson.ca](mailto:programming@touchstonesnelson.ca)