



TOWN OF CLARESHOLM - JOB POSTING TEMPORARY FULL-TIME EDUCATIONAL PROGRAM ASSISTANT

The Educational Program Assistant position is located at the Claresholm & District Museum and Visitor Information Centre.

The Educational Program Assistant will plan and conduct school tours, conduct general tours to assist with Museum events and outreach programs, develop scripts for existing and future exhibits, create didactics for displays, assist the other staff in various capacities; engage the public visiting the museum buildings, act as a visitor services host as needed, providing information to tourists and the general public.

Reports directly Museum Executive Director.

Start Date: May 16th, 2023 to August 25th, 2023

Qualifications:

Education:

- Minimum Grade 11;
- Background in history, anthropology, or arts in general;
- Knowledge of collections management as it relates to museums;
- Knowledge of history of Claresholm and southern Alberta.

Experience:

- Experience in records management and computer databases;
- Training and/or experience in historical research;
- Experience in artifact handling;
- Experience in working as a member of a team.

Core Competencies:

- Hard-working, conscientious and motivated;
- Excellent attention to detail;
- Reliable, methodical and well-organized.
-

Pay rate \$16.40/ hour – 37.5 hours per week.

Note: This position is partially funded by a grant from the Young Canada Works (YCW) Program. Applicants must fulfill the criteria of the Young Canada Works Program to be eligible for the position. Thus, candidates must be between 16 and 30 years of age at the start of employment, have been a fulltime student in the semester prior to the position and be intending to return to school fulltime in the semester following the position, and be a Canadian citizen, permanent resident or have refugee status. Applicants must be willing to commit to the full duration of the

work assignment and not have another fulltime job (over 30 hours per week) while employed with YCW. To apply you need to be registered in the Young Canada Works online candidate inventory.

APPLICATION:

Please submit cover letter and resume to:

Town of Claresholm

Subject: **EDUCATIONAL PROGRAM ASSISTANT**

lisa@claresholm.ca

Attention: Lisa Chilton, Human Resources Administrator

Fax: 403.625.3869

Box 1000

111 – 55 Ave West

Claresholm, AB T0L 0T0

Deadline: Friday, March 17, 2023 by 4:00PM