



# **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 14<sup>th</sup>, 2024 to August 30<sup>th</sup>, 2024

## **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.
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Pay rate \$17.40/ hour – 37.5 hours per week.

**APPLICATION:**

Please submit cover letter and resume to:

Town of Claresholm

Subject: **EDUCATIONAL PROGRAM ASSISTANT**

[lisa@clareholm.ca](mailto:lisa@clareholm.ca)

Attention: Lisa Chilton, Human Resources Administrator

Fax: 403.625.3869

Box 1000

111 – 55 Ave West

Claresholm, AB T0L 0T0

**Deadline: March 8<sup>th</sup>, 2024 at 4:00 p.m. or until a suitable candidate is found.**