Summer Employment Opportunity: Culture Summerside Summer Staff

*Do you have a passion to work in an environment rich in history, art and culture?*

Culture Summerside (the arts, heritage and culture division of the City of Summerside) is seeking keen and qualified student applicants for several summer positions.

**Museum Interpreters**

Duties will include providing guided tours of historic sites and museums including the Wyatt House Museum, the International Fox Museum and the Bishop Machine Shop Museum. The position will also require participation in delivering cultural programming, conducting research and marketing, along with handling financial transactions.

A strong interest in local history, ability to memorize content, and comfort with public speaking are required to deliver a top-notch interpretive experience to visitors. French language skills, computer skills and research skills would be considered an asset.

**Programming Summer Staff**

The Programming Summer Staff will participate in the planning and delivery of such programs as the Olde Fashioned Carnival, The Summerside Arts Festival, Lobster Carnival and specialized museum summer programming. They will work alongside our Program Coordinator in developing and delivering public programming to promote and bring awareness to Summerside’s dynamic museum sites and cultural offerings.

**Archival Assistant**

As part of the archives team, the successful candidate will work closely with our Archivist and Archives/Curatorial Assistant. Duties will include: reception services in person and on the phone, providing reference services which include introducing researchers to archival holdings and retrieving requested materials, data entry work, photo inventories, and online databases. Duties also include assisting visitors with genealogical research. Assisting with sorting and arranging of archival material and researching context of select holdings will be required. Other duties include preparing the archives and adjacent museum areas for morning opening and closing in the evening, and providing guided tour experiences when needed.

Rate of pay for all positions: $13.50/ hr

37.5 hours per week, seasonal

Applicants must fit Young Canada Works eligibility requirements including:

- Must be a Canadian citizen or a permanent resident, or have refugee status in Canada; be legally entitled to work in Canada;

- Be between 15\* and 30 years of age at the start of employment (\*where permissible under provincial/territorial labour laws); have completed the school year at the start of employment;

- Have registered as a full-time\* student in the semester preceding the YCW job (\*as defined by their educational institution); and intend to return to full-time studies\* in the semester immediately following the YCW summer job.

Closing date for applications is 4:00 pm on Monday, May 10th, 2021

Applications, which should include a cover letter and resume, should be clearly marked “Culture Summerside Summer Staff”. Please note in your cover letter which positions you are most interested in. Applications can be sent by email to the Human Resources Coordinator at:

ashley.schurman@city.summerside.pe.ca

Or by mail to:

Human Resource Coordinator

275 Fitzroy St.

Summerside, PE

C1N 1H9

Only selected candidates will be contacted for an interview. Thank you for your interest.

The City of Summerside is proud to be an equal opportunity employer.

Summerside, Prince Edward Island, is a city located just twenty minutes from the Confederation Bridge. We are central to sandy beaches, lighthouses and rural landscapes. Arts, culture and heritage play a vital role in making Summerside a center of creativity and culture in many forms creating a remarkable place to live, work, and visit. The cultural community presents and defines the soul of the city, alongside its capacity for cultural tourism, built heritage, educational experiences, economic vitality, quality of life and celebration of diversity. The City of Summerside comes to life during the busy summer months with festivals, concerts, and events and is a top destination in Prince Edward Island for tourism. For more information, please visit www.culturesummerside.com.