

Job Opportunity

Culture Summerside Student Summer Staff (Full-time/Temporary)

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

Culture Summerside (the Arts, Heritage, and Culture Department for the City of Summerside) is seeking student applicants for several summer positions for Public Programming Assistant and for Museum Interpreters:

Public Programming Assistant

Wage: \$15.50 per hour

Full-time Seasonal (37.5 hrs/ week)

Culture Summerside is seeking an enthusiastic and motivated individual who can 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.

The Public Programming Assistant will aid in the development, organization, and implementation of signature summer events and festivals presented by Culture Summerside. This includes marketing and promotion through developing advertisements, proofreading ads, creation of online content, photography, and graphic design work. They will be responsible for providing administrative support such as scheduling meetings, correspondence, assisting with invoicing and record keeping. They will also work with programming partners, volunteers and the public during events and assist with set up and tear down. Other museum-related duties, such as welcoming visitors and providing tours of museum sites may be required.

Candidates should have some university or college education. Relevant experience in education, event planning or arts administration considered an asset. They should possess excellent oral and writing skills in addition to having a creative nature. The successful candidate will be comfortable with public speaking and working with the public. They should also be detail-oriented, manually dexterous, and comfortable in a fast-paced, multi-faceted organization.

Candidates must have good organizational and computer skills (email, Microsoft Office applications, Canva) and be a positive team player. French language skills would be considered an asset.

Museum Interpreters (Both bilingual and english-speaking)



Wage: \$15.50 per hour
Full-time Seasonal (37.5 hrs/ week)

Culture Summerside is seeking enthusiastic student applicants for the Museum Interpreter positions to offer an exceptional museum experience to our residents and summer visitors. Duties will include providing guided tours of historic sites and museums including the Wyatt House Museum, Lefurgey Cultural Centre, the Summerside Interpretive Centre, and the Bishop Machine Shop Museum.

The position will also require participation in delivering cultural programming, conducting historical research, and handling front-desk duties including greeting visitors, providing information about our heritage and cultural assets, and handling financial transactions. The ability to memorize content and comfort with public speaking are required to deliver a top-notch experience to visitors.

The ideal candidates should have a passion for community history, ideally with history, museum, or education as their major study focus, or with experience in these fields. They should have excellent communication skills, including public speaking and presentation, reading, and understanding information, and writing. Candidates should have strong computer skills and a good working knowledge of social media platforms to help with digital content creation. An outgoing, friendly, and diplomatic demeanor will be essential for this position. Experience working with the public and with diverse audiences will be an asset. We are seeking bilingual and english-speaking interpreters.

Eligibility Requirements: Applicants must fit the Young Canada Works program 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.

Applicants are invited to submit a confidential **cover letter & resume** via email with "Culture Summerside Student Summer Staff" in the subject line to: jobs@summerside.ca

Closing Date: Monday, April 22nd, 2024, by 4:00pm.

The City of Summerside is a community-minded, equitable and inclusive employer and ask all qualified candidates to send us their resume for consideration. Only selected candidates will be contacted for an interview.