



Job Opportunity

Culture Summerside Assistant (Full-time/Permanent)

The City of Summerside has an exciting opportunity for a motivated and detail-oriented individual to join our team as a Culture Summerside Assistant. This full-time position (40 hours/week) requires flexibility for occasional evenings and weekends.

Reporting to the Director of Culture Summerside, the successful candidate will provide key administrative and program support in a fast-paced, community-focused environment. The ideal candidate is organized, self-motivated, and able to manage multiple priorities while working collaboratively with diverse community stakeholders. A strong interest in Summerside's heritage and culture is essential. Fluency in French or knowledge of additional languages is considered an asset.

Duties include:

- Provide administrative and financial support to the Director of Culture Summerside
- Maintain artist and volunteer databases
- Track and maintain visitor statistics, user data, and survey information
- Coordinate and respond to facility rental inquiries and support event execution
- Support the promotion of the City's cultural tourism offerings
- Assist in the development of reports and presentations
- Support the development of revenue-generating initiatives
- Manage inventory of shop merchandise and program supplies
- Administer petty cash and float reconciliation
- Support the delivery of public programs and tours
- Assist with the administration of public art projects
- Assist with the supervision of summer students, as required
- Perform other related duties as assigned

Required Qualifications and Competencies:

- Post-secondary education in administration or a related field, or an equivalent combination of education and experience
- Strong interest in the City's arts, heritage, and cultural programs
- Valid driver's license with access to a reliable vehicle
- Strong computer and digital skills
- High level of organization, accuracy, and attention to detail
- Excellent written and verbal communication skills
- Ability to take initiative, manage multiple priorities, and problem-solve effectively
- Ability to work both independently and as part of a team

What We Offer:

- A defined benefit pension plan
- Comprehensive medical and dental coverage
- Employer-paid Employee Assistance Program (EAP/EFAP)
- Three weeks of vacation to start, with increases based on years of service
- Access to 24/7 Online Doctors via the medical provider
- Opportunities for professional development

Hours: 40 hours per week

Salary Range: \$49,284 to \$53,971 annually

How to Apply:

To apply, please submit a confidential cover letter and resume outlining your qualifications and interest in the position. Be sure to include “Culture Summerside Assistant” in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Thursday, **April 9 at 4:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.