

Job Opportunity

Culture Summerside Student Summer Staff (Full-time/Temporary – Summer 2026)

The City of Summerside is accepting applications for several summer student positions with Culture Summerside, the City's Arts, Heritage, and Culture Department. Students will have the opportunity to gain hands-on experience working in museums, archives, cultural programming, and public events while helping share Summerside's history and culture with residents and visitors.

Positions Available:

- 1) **Public Programming Assistant**
Supports the development and delivery of cultural programming and summer events. This position assists with planning and coordinating festivals, promoting events through social media and marketing materials, supporting administrative tasks, and helping with event setup and logistics.

- 2) **Museum Educator (Bilingual and English-speaking)**
Provides engaging educational experiences for visitors at Culture Summerside's museum sites. Responsibilities include delivering guided tours, assisting with educational programming, greeting visitors, answering inquiries, and supporting front desk operations.

- 3) **Archives and Research Assistant**
Supports archival operations at the MacNaught History Centre and Archives. This role assists with archival projects such as digitization and organization of collections, helps researchers access materials, performs data entry, and supports general archives operations.

Reporting to: Assistant Cultural Programmer

Responsibilities May Include:

- Assisting with cultural events, festivals, and public programming
- Providing tours and welcoming visitors to museum sites
- Supporting research, archives projects, and historical collections
- Assisting with marketing, social media, and digital content
- Providing front desk support and responding to public inquiries
- Assisting with event set-up and general program support

Qualifications:

- Current high school or post-secondary student. Students studying or are interested in history, education, arts administration, archives, culture, or community programming are encouraged to apply and gain valuable hands-on experience.
 - Strong communication and organizational skills
 - Comfortable working with the public and presenting information
 - Basic computer skills including Microsoft Office and social media platforms
 - Bilingualism is considered an asset
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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.
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Hours of Work: 37.5 hours per week

Wage: \$17.25 per hour

How to Apply:

Interested applicants are invited to submit a cover letter and resume. Please include “Culture Summerside Student Summer Staff” in the subject line of your email. Applicants may indicate which position(s) they are applying for in their cover letter.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Monday, April 6, 2026, 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.