

Employment Opportunity

Seasonal Events & Programming Staff Culture Summerside (6-month Contract)

Working as a Seasonal Events & Programming Staff member with Culture Summerside, you will support the planning and delivery of cultural programs and community events. This six (6) month contract (July 1 to December 31, 2026) includes event planning support, promotional activities, on-site event delivery, and coordination with patrons, volunteers, and team members.

Reporting to: Director of Culture Summerside

Key Responsibilities:

- Provide customer service and handle cash transactions at events
- Assist with set-up and tear-down of indoor and outdoor programs and events
- Support event planning, preparation, delivery, and follow-up activities
- Engage with community members, patrons, and volunteers
- Assist with promotional activities and written communications
- Work collaboratively as part of a program delivery team
- Maintain cleanliness of event spaces and equipment
- Perform other related duties as assigned

Qualifications and Competencies:

- Grade 12 diploma or equivalent
 - Strong written and verbal communication skills; proficiency in Microsoft Office
 - Interest in cultural programming and community events
 - Valid Class 5 driver's license and access to a reliable vehicle during working hours
 - Ability to work outdoors in various weather conditions
 - Ability to work independently and as part of a team
 - Strong work ethic; dependable and capable of performing moderate physical labour
 - Ability to follow written and verbal instructions
 - Availability to complete the full six (6) month contract
 - Valid First Aid and CPR certification considered an asset
 - Bilingualism considered an asset
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Hours:

- An average of 37.5 hours per week, with additional hours required during events.
- Flexibility is required, including evenings and weekends, particularly during events.

Rate of Pay: \$22.50/hour plus vacation pay

How to Apply:

Please submit a confidential cover letter and resume outlining your qualifications and interest in the position. Include "Seasonal Events & Programming Staff - Culture Summerside" in the subject line.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Monday, April 27th, 2026, at 1:00 PM (ADT)

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.