



Summer Programs: Seasonal Museum Assistant

Job Description: The Seasonal Museum Assistant will be responsible for assisting with the day-to-day operations of the Sturgeon River Historical Society Gibbons Museum and providing preservation and cataloging tasks to support the museum and is a Young Canada Works (YCW) position for 14 weeks.

Key Responsibilities:

- Plan and implement quality Museum related programming and events for people of all ages.
- Work with the Sturgeon River Historical Society and take initiative to develop exhibits and assist with maintenance of historical objects and cataloging such artifacts.
- Manage the conservation, preservation, digital data entry and display of artifacts and archival documents.
- Communicate efficiently with various groups such as: children, youth, parent/guardian, town staff, partners, residents, and the surrounding community.
- Work alongside other summer program staff and town staff to solve problems, share resources, and coordinate tasks.
- Participate in team building environment and responding to program inquiries and concerns.
- Assist with the planning and implementation of Gibbons Canada Day Celebrations, Gibbons Pioneer Days Events, Gibbons Community in Bloom/Community Gardens, and other local special events for children and families.
- Market the Gibbons Museum through various means of communication; newsletters, social media, presentations, & word of mouth
- Use digital tools and applications to organize information and communicate information like statistics and reports to supervisors.
- Maintain a proper inventory of program supplies, materials, and equipment.
- Follow all health and safety procedures as directed at all levels of government.
- Evaluate the Museum, identifying areas of success and areas for improvement and make recommendations for the following year.

Qualifications:

- Grade 12 Diploma by the end of June 2025
- Class 5 driver's license
- Completion or enrolment in a post secondary education program such History, Anthropology, Recreation, Education, or in an applicable diploma/degree program would be considered an asset
- Standard First Aid, and CPR Level C or the willingness to obtain
- Please Note: To be eligible for YCW individuals must be a current student who must:
 - be a Canadian citizen or a permanent resident, or have refugee status in Canada; Note: Non - Canadian students holding temporary work visas or awaiting permanent status are not eligible;
 - be legally entitled to work in Canada
 - be between 16 and 30 years of age at the start of employment;
 - meet the specific eligibility criteria of the program for which you apply;
 - be registered in the YCW online candidate inventory,;
 - be willing to commit to the full duration of the work assignment;
 - not have another full-time job (over 30 hours a week) while employed with YCW.
- **Full-Time Seasonal YCW position: 37.5 hours a week / Start Date: May 19, 2025. Apply with both a Resume and a Cover Letter, clearly stating which job(s) you are applying for apply @ <https://www.gibbons.ca/town-hall/careers>**