

Summer Programs: Museum Coordinator

Job Description: The Museum Coordinator will be responsible for assisting with the day-today operations of the Sturgeon River Historical Society Gibbons Museum and providing tourist information service to the public.

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.
- 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.
- Supervise youth volunteers in the “Fostering Leadership in Youth” program.
- 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
- High 5 Principles of Healthy Child Development certificate would be considered an asset

*Full-Time Seasonal 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>*

Applicants must be eligible for the Canada Summer Jobs Program funded by the Government of Canada. Eligibility requirements include: must be between 15-30 years of age at the beginning of the employment period and legally entitled to work in Canada. International students are not eligible.