

## Part B – Job Details

**Position:** Museum Programs Assistant

Wage rate: \$15.00/hour

Start date: May 22 - August 25, 2018, pending funding approval

**Hours:** This position is generally Wednesday-Sunday, 37.5 hours/week for 12 weeks

### Tasks and Responsibilities:

This job supports the provision of services in the community to children and youth. Many of the tasks and responsibilities of this job also support a local priority – tourism – for the Banff-Airdrie Constituency and are directly related to the preservation and dissemination of historical and cultural knowledge of our local area and of Canada's past. The Museum Programs Assistant duties include:

- assisting the Programs Coordinator in delivering school out-reach programs in May and June, K-Grade 7
- both leading and assisting in preparing and delivering children's summer day camp programs: Jurassic Camp, Backyard Science, Crime Solvers & Law Enforcers: Past and Present, The Great Outdoors
- assisting in planning, organizing, promoting and/or hosting community heritage events such as Canada Day @ the Barracks, the annual Miners Day Parade and BBQ, Heritage Open House and Alberta Culture Days, also geoscience events such as Geoscience Open House and Rock n'Fossil Day
- conducting weekly historical walking tours, assisting with other museum tours and events as necessary
- helping to monitor and supervise the MRU Roving Scientist program at Grassi Lakes
- assisting with planning museum booths and activities for participating at local community events and festivals including Lafarge Open House, Canmore Folk Festival, Canmore Highland Games
- taking photos at museum events to be used for promotional purposes, photo documentation and photo file management, assisting to create promotional material, media ads, etc. for all community events
- various administrative duties such as program billing and statistics, data entry, development and maintenance of programming resource materials, participation at weekly staff meetings and monthly reports to the Museum Director
- assisting with the strategic plan priority of developing three new school programs, brainstorming and researching ideas for new public programming and kids activities
- assisting the Programs Coordinator to organize programming supplies and spaces. This task may require documenting an inventory. Keeping the programming spaces and supplies orderly
- general custodial duties such as cleaning, vacuuming, removing garbage and paper recycling
- from time-to-time the Programs Assistant may be called upon to carry out the duties of the Museum or Barracks Attendant
- other duties as required

### Supervision and Mentoring Plans:

**Supervision Plan:** The Programs Assistant will be supervised by the Programs Coordinator (who reports to the Museum Director and the Board of Directors). The Programs Assistant will work closely with the Programs Coordinator on a daily basis, co-leading school and children's programs, sharing an office space and often working together to plan, organize and deliver community events. The Programs Coordinator will provide hands-on training to the Programs Assistant for all aspects of the job and directly supervise him/her throughout the summer, providing constructive feedback when or where necessary. In addition to job-specific training, the museum will provide an orientation to all student workers about the Museum Society detailing its mission and mandate, history, current museum exhibits, all programs, tours, and activities offered, an introduction to Canmore's history and additional information about the local area. The student will also attend a two-day course offered by the Town of Canmore required of everyone working with children. Additional training will be provided should the student also work as a relief Barracks or Museum Attendant.

**Mentoring Plan:** Under the guidance of the Programs Coordinator, the student will develop and strengthen his/her teaching skills and gain practical career experience working with K-Grade 7 children in both a learning and a recreational environment. He/she will also learn, develop and practice specific skills relating to offering and presenting information to engage different types of learners, keeping the attention of their audience through a variety of engaging and differing teaching formats, and successful group management of different ages of children. The student will gain hands-on experience in updating and developing teacher's modules and education kits to deliver programming aimed at specific curriculum points in Earth Sciences, Heritage and

Social Sciences. These experiences will develop skills in research, time and task and project management, decision-making, meeting project targets, and lesson-plan organization and documentation. The student will also gain practical experience developing and delivering heritage and science-based programming designed to educate and entertain children in summer day camp programs, learning and improving their skills in communicating with children of a variety of ages and interests, working with others, and improving personal management skills such as working safe and keeping others safe, being adaptable and responsible and demonstrating positive attitudes and behaviours. The student will have daily opportunities to share and present information clearly, accurately and age-appropriately in their interactions with school children and visitors from Canada and around the world, and to develop and practice skills in listening and effective communication. He/she will also assist with the planning and organizing of special events at the Museum and Barracks and booths and activities at local community festivals, enhancing their skills and acquiring hands-on practical work experience in working with others, task and project management, event planning and logistics management, problem-solving, decision-making and meeting project targets. The student will also have the opportunity to establish contacts with educational professionals in the community and will have the chance to work closely with local geologists to expand their knowledge of the Canadian Rocky Mountains.

When the student is first hired, current skills and desired skill goals to be achieved by summer's end will be established. Success in acquiring and using these skills will be monitored against the goals on a regular basis throughout the employment term. At the end of the employment period, achievement and progress will be compared with original goals.

### **Health and Safety Practices in the Workplace:**

The student will be fully familiarized with the safe operation of the Museum and Barracks sites, including keys and site-specific security systems, personal and public safety, instructions about fire exits and emergency procedures, care and handling of artifacts and Alberta Health kitchen and food safety practices.

### **Desired Level of Education of the Student:**

- Post-Secondary - YES
- Career-Related Work Experience – YES
- Indicate one or more fields of academic studies and demonstrate how the field relates to the job

This position is suitable for a 2<sup>nd</sup> to 4<sup>th</sup> year post-secondary student in Elementary or Early Childhood Education, Earth Science Programs, History or Science Studies. A background or interest in Earth Sciences or Western Canadian History is an asset. The student will have the opportunity to apply knowledge learned in their coursework and to gain meaningful career-related work experience. The student will gain much practical experience teaching and presenting information clearly, accurately and appropriately in their interactions with pre-school and elementary school-aged children, and will enhance and practice skills in listening, effective speaking and communication, and making learning interesting, enjoyable and fun. The student will also gain experience in developing in-house programming contributing their own background and knowledge, and practicing and enhancing such career skills as creating, organizing and presenting effective lesson plans and managing children in a classroom environment.

The ideal candidate:

- is curious and creative, loves learning and sharing knowledge, possesses a keen interest in history and science
- likes and is comfortable engaging and working with children
- has prior experience working with children K-Grade 7, and developing and delivering children's programs (eg. summer camps)
- has experience interpreting or leading tours
- possesses excellent oral communication skills and excellent people skills
- works well independently and also as a member of a team
- is versatile, adaptable, and has excellent time management skills
- is customer service-oriented
- has proficiency with Microsoft Office and Google Drive, comfortable working in Microsoft Publisher is an asset
- fluency in English is required. French or other language skills an asset
- First Aid certification is required

- Special efforts to hire a priority student – NO Note: This position is open to all equity groups
- The tasks and responsibilities of this job support the provision of services in the community
  - to children and youth
  - related to cultural development or historical preservation
- This job supports a local priority for Banff-Airdrie Constituency
  - Tourism:
    - Canada Day @ the Barracks
    - annual Miners Day Parade and BBQ
    - annual Heritage Open House
    - annual Geoscience Open House, Rock n'Fossil Day
    - MRU Roving Scientists
    - Art in the Park market, every weekend in the summer months
    - participation at local community events and festivals
      - Lafarge Open House
      - Canmore Folk Festival
      - Canmore Highland Games
      - Alberta Culture Days

**Note:** This position is open only to students eligible to participate in Service Canada - Canada Summer Jobs. Applicants must:

- be between 15 and 30 years of age at the start of employment,
- have been registered as a full-time student in the 2017-2018 academic year and intend to return to school on a full-time basis in the fall of 2018,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and
- be legally entitled to work in Canada in accordance with Alberta legislation and regulations.

This position is dependent on receiving a grant through Service Canada - Canada Summer Jobs. We recommend registering with that organization when applying for this position.

**Contact:** Lachlan Mackintosh, Museum Director  
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