



SUMMER PROGRAMS ASSISTANT

JOB DESCRIPTION

ABOUT THE CANMORE MUSEUM

The Canmore Museum is a not-for-profit society founded in 1984, and has been the trusted custodian of our shared heritage, collective memories, and what matters most to this community for nearly five decades. Our work is a catalyst for community building, collective learning, and social sustainability. Our mission is to ignite collective experiences and unexpected connections. To do this, we consistently bring people together around our shared mountain landscapes and Bow Valley art, culture, heritage, and places, incorporating STEAM learning (science, technology, engineering, art and math) in creative ways to build a stronger, more connected community.

The Canmore Museum is deeply committed to the work of community building through culture and history, and to bringing diverse communities together to strengthen society. This includes a commitment towards Truth and Reconciliation with Treaty 7 Indigenous communities, and equity, diversity and inclusion. We embark on this journey with humility, as we build relationships with the many diverse communities and histories, here in Canmore.

ABOUT THE OPPORTUNITY

The Canmore Museum is seeking an energetic, organized, and community-minded Summer Programs Assistant to support programming and museum operations during July and August, 2026.

This role is ideal for someone who enjoys working with children, engaging with the public, and creating welcoming, hands-on experiences for visitors of all ages. The successful candidate will primarily lead summer day camps while also assisting with museum events, outreach activities, and front-line visitor services.

Working closely with museum staff and volunteers, the Summer Programs Assistant will help bring local history to life through interactive learning, creative activities, and meaningful community engagement.

The Summer Programs Assistant will support the delivery of engaging, community-focused programs and visitor experiences throughout the summer season. Responsibilities include facilitating children's camps, supporting public events and outreach activities, assisting with visitor services, and helping maintain organized and welcoming museum spaces.

This position involves both indoor and outdoor work, including activities at the Canmore Museum, the NWMP Barracks, and other locations throughout the community.

KEY RESPONSIBILITIES

Summer Day Camps

- Lead and supervise children's summer day camps and activities
- Facilitate games, crafts, outdoor exploration, and hands-on learning experiences
- Prepare, organize, and clean up program outlines, materials, and activity spaces
- Adapt activities to different ages, abilities, interests, and weather conditions
- Help create a safe, inclusive, and positive environment for participants
- Serve as a point of contact for parents and guardians during camp programming and daily participant sign-in/sign-out

Events & Community Programming

- Assist with the planning, setup, facilitation, and takedown of museum programs and events, such as downtown walking tours, outreach booths, workshops, family programs, and speaker events
- Support program logistics and help ensure smooth attendee experiences
- Engage participants in friendly, interactive, and welcoming ways

Visitor Experience

- Welcome visitors and provide orientation to museum spaces and exhibits
- Process admissions and gift shop purchases
- Answer visitor questions about exhibits, programs, and local history
- Help maintain clean, organized, and welcoming spaces

General Support

- Assist with attendance tracking, feedback collection, and basic program evaluation
- Occasionally support promotional efforts and social media content
- Perform other duties as assigned to support the museum's missions and summer operations

QUALIFICATIONS

The ideal candidate will have:

- A degree (or equivalent) in Education, Museum Studies or a related field is considered an asset
- Experience working with children, youth, or the public
- Strong communication and interpersonal skills
- Organized, reliable, and able to manage multiple tasks
- Comfortable working independently and part of a small team
- Enthusiasm for community engagement, history, heritage, arts, and culture
- Comfortable working outdoors and being active throughout the day
- Availability to work occasional evenings and weekends depending on program schedules
- First Aid Certification and Vulnerable Sector Check

POSITION DETAILS

Position Type: Full-time, temporary

Duration: July to August, 2026

Hours: 37.5 hours per week, including occasional evenings and weekends

Wage: \$21-\$24 per hour, depending on experience

Location: Based at the Canmore Museum and NWMP Barracks, with occasional off-site programming and events

HOW TO APPLY

Please submit your resume and a brief cover letter outlining your interest in the position to programs@canmoremuseum.com by May 31st, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.