

Positions for Culture Summerside/ Wyatt Heritage Properties:

37.5 hours a week for all positions

Hourly wage: \$14.25

Summer Employment Opportunity: Archives Assistant

Do you have an interest in the local stories and history of Summerside? Are you looking for an exciting opportunity to enter the heritage and culture sector?

Culture Summerside is seeking keen and qualified student applicants for the position of Archives Assistant to offer an exceptional museum and archives experience for our tourists and residents visiting the City of Summerside.

As part of the archives team, the successful candidate will work closely with our Archivist and Archives/Curatorial Assistant. Duties will include: reception services in person and on the phone, providing reference services which include introducing researchers to archival holdings and retrieving requested materials, data entry work, photo inventories, and online databases. Additional duties include assisting visitors with genealogical research. Assisting with sorting and arranging of archival material and researching context of select holdings will be required.

A strong interest and knowledge of local history and culture, along with a strong comfort level of public speaking and attention to detail is required. Proficiency in computer work and database work is required.

Supervisor: Sara Zilke (Cultural Programming Assistant)

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