

Education and Interpretation Coordinator

Total weeks: 12- 16 weeks (depends on grant funding)

37.5 hours a week // Hourly wage: \$15.25

Description: Culture Summerside is seeking a highly motivated individual who will assist the Cultural Programming Assistant with coordinating the summer interpretive program, with the training of heritage interpreters and assisting with administration work. They will also assist with specialty programming, which includes exhibit installations, heritage lectures, creative workshops and seasonal culture events.

They will be required to assist with marketing and promotion of heritage and museum sites using the Culture Summerside Communication Strategy Plan. Also assist programming staff with creating digital educational content that engages our online audiences using materials from our museum and archival collections to expand accessibility.

The Education and Interpretation Coordinator will be required to help deliver heritage programming throughout the summer at the heritage properties and museum sites. They would be required to assist in ongoing research regarding the sites through the tools and resources of the Culture Summerside, including access to the MacNaught History Centre and Archives and the museums' collections. Study of heritage sites and interpretive material will be required in order to achieve a high-level of comprehension of the historical and cultural value of the sites.

Site duties also include opening and closing procedures for the sites, and ensuring cleanliness and security standards are met. Ongoing care and maintenance of artifacts, equipment and related materials in the delivery of interpretive programs. Under the direction of the Museum Curator, they will maintain light housekeeping duties of the museum sites and assist the Curator with preventative conservation duties. They will maintain RH/ temp data logs of museum sites and upkeep condition reports of museum artifacts. Working closely with programming staff, they will participate in the delivery of educational programming and events for the heritage sites.

When needed, they will provide front of house duties, including handling financial transactions, greeting visitors in a warm and personable way, conducting surveys and interviews, and providing information regarding the cultural and heritage assets of the city.

The ideal candidate for this job has a passion for history, ideally with history, museum or education as their major study of focus, or with experience in these fields. They will be required to have excellent communication skills not only in public speaking and presentation but as well in reading and understanding information. They must have proficient computer skills and a good working knowledge of social media platforms. The candidate should be able to adapt to a fast-paced work environment whether working independently or as a team. An outgoing, friendly and diplomatic demeanor is also important for this position. Strong leadership and conflict resolution skills are essential.

Experience working with the public and with diverse audiences will be an asset.

Contact Info for Summer Positions:

Supervisor: Sara Zilke (Cultural Programming Assistant)

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