

Public Programming Assistant

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

37.5 hours a week

Hourly wage: \$15.25

Description/ Objectives: Culture Summerside, the Heritage, Arts and Culture Department for the City of Summerside in Prince Edward Island, is seeking a highly motivated individual who can work alongside our Program Coordinator in developing and delivering public programming to promote and bring awareness to Summerside's dynamic museum sites and cultural offerings. Tasks in regards to cultural events includes assisting with the development of the event program, handling inquiries through phone and email, managing invoices and confirming bookings, communicating with program collaborators, operational staff and volunteers, and assisting with set up and tear down of event spaces. They will be responsible for surveying program participants, collecting testimonials and capturing digital media for documentation and future promotional use.

They will also assist with educational museum programming for the Wyatt House Museum and Lefurgey Cultural Centre such as guided interpretive tours for individuals and special interest groups and smaller scale events based on heritage tourism. Develop and facilitate new programming at the Interpretive Centre for school groups in late May.

The Programming Assistant will assist with:

- The scheduling, set up and facilitation of weekly concerts during July and August held in the heritage gardens of the museum.
- The organization and implementation of the Olde Fashioned Victorian Carnival on the grounds of the Wyatt House Museum and Lefurgey Cultural Centre.
- The facilitation of key cultural events such as the Summerside Lobster Carnival, Summerside Arts Festival and the DiverseCity Multicultural Festival.
- Development and facilitation of educational experiential programs, such as a week-long museum camp in August.

They will also assist with Culture Summerside's communications strategy by updating our website and social media accounts with current offerings and upcoming events, as well as create and distribute promotional material for the museum sites and related programming.

Candidates should have some university or college education, or relevant experience, in museum education, event planning or arts administration. They should possess above average oral and writing skills in addition to having a creative nature. The successful candidates will be comfortable in public relations including public speaking, media engagements and possess leadership skills.

Candidates must have good organizational and computer skills and be a positive team player.

French language skills would be considered an asset.

Contact Info for Summer Positions:

Supervisor: Sara Zilke (Cultural Programming Assistant)

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