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Museum Coordinator

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Program stream:

Young Canada Works in Heritage Organizations

Job title:

Museum Coordinator

Organization name:

St. Andrews Heritage Centre

Job location:

St. Andrews, Manitoba

Length of assignment:

2024-04-23 to 2024-08-30 (16 weeks)

Hourly wage:

\$17.30

The St. Andrews Heritage Center is located inside the St. Andrews Rectory; a Parks Canada National Historic site at 374 River Road, St. Andrews, MB. The St. Andrews Heritage committee has been running a museum in the building since 2013. The purpose of the museum is to showcase the history of the early Red River Settlers and the heritage of the St. Andrews community through fun, modern and interactive exhibits, displays, programs, and events.

The tasks of the Museum Coordinator position will be to provide customer service communications for all museum offerings and interactions with visitors. The goal of this project is to improve the communication system of the museum and therefore improve the overall customer service experience.

The Museum Coordinator position will be responsible for the day-to-day interaction with the general public through in-person communications, by email, phone, and social media. The position will be responsible for organizing museum group tours, senior tours, school field trips, summer camp day trips, traveling trunk program, and historic bike tours. The position will also assist other staff in program and event planning as it relates to registrations and communications, as well as managing the gift shop inventory, sales, and donation program.

Wage: \$17.30/hr

Qualifications:

The candidate applying for this position should be a great communicator and able to work on their own. Previous museum experience would be an asset, but not required as we are willing to train the right candidate. Those who have graduated with experience in history, communication, marketing, education, or tourism should find this position very appealing and interesting.

Candidates should be well versed and able to use a computer or the ability to learn (Word, Excel, Publisher, Word Press) and be able to use social media as a communication tool (Instagram, Twitter, Facebook, etc.). Being able to work in a small community atmosphere, as part of a team with others is required. There is no public transportation to this site, so transportation to the site is required.

A student may be eligible for employment if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a high school, college, CEGEP or university student.

Note: Priority will be given to students who have not previously participated in the YCWHO employment program

For more information on the region, area and attractions, please visit the St. Andrews Heritage Centre website at www.standrewsrectory.ca and other websites such as www.redrivernorthtourism.com, www.rmofstandrews.com and www.interlaketourism.com.

The St. Andrews Heritage Centre is an equal opportunity employer, and we encourage applications from all qualified individuals. Candidates can apply by submitting a resume and cover letter to: Teresa Howell, Recreation Director, RM of St. Andrews at recreation@rmofstandrews.com by April 13, 2024.