

Job Description

St. Andrews Rectory – Program Planner

The St. Andrews Heritage Centre is a museum located at the St. Andrews Rectory (a Parks Canada National Historic site) at 374 River Road in St. Andrews. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church, Lower Fort Garry, and Captain Kennedy House.

The Program Planner works under the supervision and direction of a not-for-profit committee, the Museum Administrator, and the Recreation Director. The role will be responsible to showcase the history of the early Red River Settlers and the heritage of the St. Andrews community.

DUTIES and RESPONSIBILITIES INCLUDE:

- Key/alarm access - opening and/or closing the museum
- Greeting visitors in person, answering phones and emails, and compiling statistical visitor data
- Using current programming ideas to create, organize, assist and lead programs and events for children, families and groups
- Working to promote and improve public awareness of programs and events specific to the St. Andrews Heritage Centre through local associations, local media and all forms of social media
- Helping to manage electronic communication platforms – website and social media
- Working with the Gift Shop Manager to update, enhance and promote the gift store and online gift shop in the community through local media and social media
- Working with local historians and other staff to create historically accurate tour material, programs and events, as well as assist in the creation of temporary exhibits and displays
- Keeping daily work notes to help provide monthly work reports to the committee members
- Assisting the Genealogy volunteer committee with programs for the Genealogy Centre
- Any other duties as assigned by senior staff or committee members – a description of all tasks will be provided

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.

This position will appeal to university/college students enrolled or interested in history, education, arts/drama, hospitality, tourism, communications, or museum work. This position is customer service driven and students need to enjoy working and interacting with people of all ages. Computer skills are also necessary for this position.

Candidates should be well versed and able to use a computer and be able to use social media as a communication tool. There is no public transportation to this site, so the candidate must have a valid driver's license and access to a vehicle.

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.redrivertourism.com, www.rmofstandrews.com and www.interlaketourism.com.

OTHER DETAILS AND APPLICATION PROCESS:

Job Duration – TBD between May 1 – Aug 30, 2024	Salary – \$15.40-\$17.00/hr (DOQ)
Job Hours – 35 hrs/wk; 7 hrs/day (weekend shifts required)	Job closing date – April 12/24

Museum Hours – April-May – Tues-Sat 10 am–5 pm; June – Tues-Sun 10 am–5 pm; closed Mondays
Museum Hours – July-August – Tues-Thurs 10 am–8 pm, Fri-Sun 10 am–5 pm; closed Mondays

Qualified candidates should **email a cover letter and resume with references to:**
Teresa Howell, Recreation Director, RM of St. Andrews at recreation@rmofstandrews.com
Subject line: "St. Andrews Rectory – Program Planner"

We will make every effort to hire the most qualified candidates and we encourage applicants from the following groups to apply; Aboriginal or Metis people, women, visible minorities or persons with a disability. We wish to thank all applicants for their interest however, only candidates selected for an interview will be contacted. There are no direct bus routes to this location so transportation is required to and from work.