

Job Posting: Education Program Coordinator

Organization: Sault Ste. Marie & 49th Field Regiment RCA Historical Society

Job Type: Student – Seasonal Summer Contract

Language Requirements: English

Location: Sault Ste. Marie, Ontario

Application Deadline: May 4th, 2021 by 5:00pm

Job Start Date: May 17th, 2021

Salary: \$14.25/ hour

Duration: 8 weeks at 35 hours a week

Description:

The Outreach and Programming Assistant will work with the Outreach and Programming Coordinator and Executive Director/Chief Curator to develop, prepare, and execute workshops and programming both virtual and at the Museum. These programs will benefit children, youth, adults, and seniors from varying community groups such as: Batchawana First Nation, Garden River First Nation, students from all local School Boards, and various non-profit and small community groups. Outreach and Programming Assistant will work on growing the Museum's Community presence by promoting and diversifying the current reach of the organization to attract and better engage with groups outside of the Museums current developed partnerships. The student will also have the ability to develop marketing and social media materials for the Outreach Department, with the assistance of the Design Associate and Outreach and Programming Coordinator. The student will contribute to the Museums Cultural development to be able to better provide curriculum, and customized programming about Sault Ste. Marie's culture and heritage.

Other duties include but are not limited to day to day operation of the Museum, opening and closing, interacting with visitors, and ensuring all information is presented in a friendly, positive, and accurate manner – depending on restrictions set out by Public Health.

Qualifications:

Eligible candidates must be between 15 and 30 years of age at the start of the employment, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and, have a valid Social Insurance

Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Post-secondary education and or/experience in the following fields is desirable: Museum Studies, Community Services, History, Public History, and Education, and any related fields of study.

We thank all applicants in advance for your interest. Only those selected for an interview will be contacted. No calls or visits Please. The Sault Ste Marie Museum is an equal opportunity employer and encourages applications from qualified applicants regardless of race, religion, sex, sexual orientation, gender identity, Aboriginal status, nationality, age, or any other factors. Disability-related accommodations during the application process will also be available upon request

Please include in your covering letter how you meet the Summer Canada Jobs Eligibility Requirements. Applications are due by May 4th, 2021 by 5:00pm. Please send resume, cover letter in an email to William Hollingshead, Executive Director & Chief Curator of the Sault Ste Marie Museum at info@saultmuseum.ca.