



Job Posting - Programming Assistant

August 25 - November 12, 2021

\$13/hour

Full Time (35 hours a week, Wednesdays-Sundays)

The Fort la Reine Museum is seeking an enthusiastic Programming Assistant for the busy Fall season. The candidate should possess a passion for public relations, community engagement, and heritage preservation, ideally with experience managing cultural or heritage programming. This role must be filled by an individual who is organized, personable, creative, and detail-oriented. This position involves working with our visiting public and a small team of museum staff in addition to collaboration with a diverse group of volunteers. Experience working with youth and providing positive leadership is an asset.

Qualifications:

- *Must be a full-time student, with plans to return to full-time schooling within the year.*
- *Open for candidates aged 16-30*
- Familiarity with public and educational programming within a museum setting is an asset.
- Good organization and project management skills.
- Lively, positive, and enthusiastic energy required.
- Advanced public speaking and communication skills.
- Self motivated, but also social, and likes to work in, and be part of a group environment.
- Knowledge or demonstrated interest in culture, art, heritage of the Canadian Prairies/Canadian Heritage.

Duties:

- Deliver living-history tours, school programs, and heritage demonstrations.
- General cleaning, artefact conservation work, and grounds maintenance as needed.
- Provide tourist information and manage reception with admission and gift shop sales, and process daily deposits using Square.
- Plan, prepare, deliver and evaluate public and educational programs.

- Assist with special projects (temporary exhibit installation/deinstallation, artefact conservation, research assignments...etc.)
- Assist with planning and facilitating seasonal special events like Fright at the Museum and Yuletide festivities.

Training And Scheduling:

The first day of employment is tentatively reserved for August 25, 2021. Significant safety, conservation, and interpretation training will be provided by the Executive Director and senior staff during the first week. The second week will see a continuation of this orientation, in addition to heritage building cleaning, and temporary exhibit dismantling/installation. Ongoing supervision will be provided by the Executive Director throughout the Fall season.

Special Requirements:

All candidates must be between the ages of 16 and 30 years of age, and students who plan to return to full-time studies within the next year. Fluency in English is required, and French an considerable asset. Own transportation is a must as the museum is located 4km east of Portage la Prairie city centre.

Please submit your resumes and cover letters via email before **August 11, 2021.**

We thank in advance all applicants and will contact those that are selected for an interview.

Madison Connolly, Executive Director

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<http://www.flrmuseum.com>

FB: Fort la Reine Museum

Twitter/Instagram: @fortlareine