

Job Title:	Assistant Museum Coordinator (1)		
Reports to:	Vice President, Visitor Experience		
Funding Partner:	Young Canada Works (Government of Canada)		
Hourly Wage:	\$17.00 hourly minus mandatory deductions		
Start Date:	ASAP	End Date:	August 31, 2019
Contract Length:	16 weeks (560 hours; 80 days)	Hours per Week:	35 hours weekly, 7 hours daily
Holidays:	The candidate will work on both July 1 (Canada Day) and August 5 (Heritage Day).		

ABOUT FORT CALGARY

Fort Calgary is located at the confluence of the Bow and Elbow Rivers, a site which has been a historical and cultural gathering place from the first Indigenous people thousands of years ago to the arrival of the North-West Mounted Police in 1875. From its origins as Mohkinsstsis (Blackfoot), Wíchîspa (Nakoda), and Guts'ists'i (Tsuut'ina), to its more recent history as a national, provincial and municipal historic site, Fort Calgary has a complex story to tell.

JOB SUMMARY

Fort Calgary is looking for an **Assistant Museum Coordinator** as part of the **2019 Young Canada Works Program in Heritage Organizations**. This role is a perfect summer job opportunity for students with interest in the history of Calgary and Canada, museums, events, or the arts and culture sector.

RESPONSIBILITIES

- Welcome and engage Fort Calgary visitors with friendliness and enthusiasm.
- Support the renovation project team in preparing for Fort Calgary's upcoming renovation, including some deaccession/artefact storage duties as required.
- Respond with openness, respect, and confidence to visitors' questions and desires.
- Provide visitor orientation and assist in connecting them to Fort Calgary exhibits, stories, and artifacts.
- Demonstrate an understanding and commitment to Fort Calgary key messages and ideas.
- Assist in cleaning and maintaining exhibits, materials, props, and all museum spaces.
- Share knowledge of Fort Calgary admissions procedures and events with visitors and the general public.
- Deliver ongoing, professional customer service.
- Use the point-of-sale terminals and cash-out reports accurately.
- Other museum-related duties as they are assigned.

HIRING RESTRICTIONS

In order to fulfill the stipulations of the grant received for this position, the candidates must be Canadian citizens, permanent residents, or have refugee status. The candidates must also be currently enrolled fulltime in a post-secondary educational institution, and must be returning to school fulltime in September 2019. They must also be between 16 and 30 years old at the start of employment, and must not have another fulltime job (over 30 hours per week), while in this position.

SKILLS & EXPERIENCE

- Must fulfill the student criteria outlined above
- Ability to speak other languages would be an asset, but is not necessary
- Ability to work well with others, be self-motivated, and maintain an expected level of professionalism (i.e., punctuality, approachability & dress code)

The ideal candidate will:

- Be a current, full-time student in a post-secondary History, Museum Studies, Canadian Art History, Archeology, or Education program;
- Have a general knowledge and passion for Canadian history, and/or Calgary-specific history;
- Have strong and respectful interpersonal and communication skills with people from all backgrounds and cultures;
- Be flexible with their work schedule hours;
- Be able to work independently with minimal supervision;
- Be able to demonstrate initiative in problem solving;
- Have experience using cash registers and point-of-sale terminals with accurate cash-out reports and calculations;
- Have a basic working knowledge of all MS Office software; and
- Experience delivering superior customer service.

EDUCATION

The candidates must be currently enrolled fulltime in a post-secondary educational institution, and must be returning to school fulltime in September 2019.

Applications accepted until May 17, 2019

Applications must be submitted through the Young Canada Works website at:

<https://young-canada-works.canada.ca>