

Job Title:	Assistant Museum Coordinator (2)		
Reports to:	Vice President, Visitor Experience		
Funding Partner:	Canada Summer Jobs (Government of Canada)		
Hourly Wage:	\$17.00 hourly minus mandatory deductions		
Start Date:	June 24, 2019	End Date:	August 16-31, 2019
Contract Length:	8 weeks (40 days; 280 hours)	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 Canada Summer Jobs program with the Government of Canada. 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:

- Between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

SKILLS & EXPERIENCE

- Must fulfill the 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:

- 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

- High School diploma with relevant experience.
- Post-secondary education in the field of History, Museum Studies, Canadian Art History, Archeology, or Education would be considered an asset.

Applications accepted until May 31, 2019

Please submit a detailed resume and cover letter stating availability to:

Human Resources Administrator
hr@fortcalgary.com