



**THE TOWN OF THE PAS
REQUIRES A
EDUCATION AND PROGRAMMING OFFICER
FULL TIME GRANT FUNDED TERM POSITION**

This position requires an individual who is dependable and self-motivated. The main role of this position will be to assist the Museum Director in carrying out the programming operations of the Museum; be responsible for the scheduling, planning and realization of all upcoming programs the museum wishes to undertake.

QUALIFICATIONS:

- A degree or diploma in Museum Studies or a related program, preferred. A combination of education and experience may be considered.
- Museum-related work experience.
- Organizational skills.
- Attention to detail.
- Excellent skills of written and oral communication.
- Teamwork, self-motivation and leadership skills are a must.
- Educational programming experience required.
- Ability to work in a computerized environment and experience with graphic design.
- Grant-writing experience is an asset.
- Must be eligible for Young Canada Works Building Careers in Heritage Program

WAGE RATE: **\$20.00** per hour

HOURS OF WORK: Wednesday to Sunday, 9:00 a.m. until 5:00 p.m. Occasional evenings.
Term is June 3, 2024 to March 28, 2025.

Applications will be accepted up to April 19, 2024, and should be directed to:

**Jaxon Baker, Museum Director jaxonb@townofthepas.ca
BOX 185, The Pas, MB. R9A 1K4**

“This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba and reasonable accommodations are available to applicants with disabilities”.

We thank all candidates for their interest, however only those selected for an interview will be contacted.