



CAREER OPPORTUNITY

ASSISTANT MUSEUM COORDINATOR – SUMMER POSITION 2025

The Town of The Pas is seeking an enthusiastic and detail-oriented Summer Assistant Museum Coordinator to support the operations and programming at the Sam Waller Museum for the summer of 2025. The Assistant Museum Coordinator will play an important role in organizing events, supporting visitors, and contributing to the delivery of engaging museum experiences.

SKILLS & QUALIFICATIONS:

- Must be eligible for the Canada Summer Jobs program.
- Must have completed Grade 12.
- Proficiency in Microsoft Office; experience with social media, Canva, or graphic design is an asset.
- Previous museum, archival, customer service, or cultural heritage experience is an asset.
- Post-secondary student or recent graduate in museum studies, history, education, recreation, or a related field.
- Strong communication, organization, and interpersonal skills
- Ability to work independently and collaboratively.
- Must have an RCMP Criminal Record Check and Child Abuse Registry Check

DUTIES & RESPONSIBILITIES:

- Assist with the planning, coordination, and delivery of summer educational programs, including Kids Camps, guided tours, and community events.
- Support front-desk operations, providing exceptional customer service to visitors and patrons professionally.
- Assist in exhibition preparation and updating educational materials for public and school programs.
- Support the promotion of events and programs through social media and print.
- Maintain accurate records, inventory, and documentation related to programs and visitor services.
- Supervise and assist patrons with the use of the VR system to ensure a safe and enjoyable experience.
- Participate in ongoing museum initiatives, including collections management projects.
- Deliver engaging and informative museum tours to the public.
- Maintain cleanliness and organization of museum spaces.
- Other duties as assigned to support day-to-day museum functions.

WAGE RATE: \$15.80/hour

HOURS OF WORK: 35 hours per week. Wednesday through Sunday – 9.00 am to 5.00 pm.

Applications will be accepted until **May 30, 2025, and should be submitted online via:**

www.townofthepas.ca/employment-opportunities

P.O. Box 870, The Pas, MB. R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

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