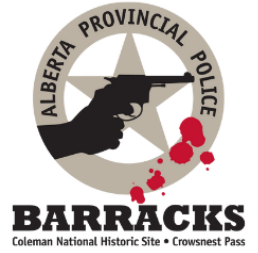




SEASONAL EMPLOYMENT OPPORTUNITY

Summer 2025



MUSEUM PROGRAMS ASSISTANT [SEASONAL]

The Crowsnest Museum & Archives is seeking an enthusiastic and motivated individual to fill the role of Museum Program Assistant [Seasonal] at the museum and A.P.P. Barracks for the summer of 2025.

Reporting to the Operations Lead, the Museum Program Assistant's primary purpose will be to develop and deliver programs, events and educational sessions at the Museum and A.P.P. Barracks for the summer and autumn of 2025. The Museum Program assistant will also be required to assist museum staff with visitor services, exhibit development, fundraising, or collections work as necessary.

Duties

- Provide an exceptional guest experience at the museum and barracks by maintaining a professional, clean and safe environment for all visitors and staff
- Develop, coordinate and operate programs, events, and tours that are relevant to the region of Crowsnest Pass and in line with the operational objectives of Heritage Crowsnest
- Lead events, tours and programs
- With support from the Operations Lead, supervise and operate the A.P.P. Barracks Escape Room experience, including the creation of puzzles and challenges for groups to complete
- Assist with the marketing and promotion of Heritage Crowsnest events, tours and programs
- Assist with visitor services (including the Museum Gift Shop), fundraisers, exhibit development, and collections work as required
- Respond professionally and proactively to visitor concerns and incidents

Qualifications

- Education or experience in programming, heritage interpretation, teaching, or coaching (or similar)
- Good communication, time management, and organizational skills
- Excellent customer service skills
- Familiarity with the Crowsnest Pass and its history is considered an asset

Successful candidates will be required to adhere to Heritage Crowsnest policies and procedures while working at the Crowsnest Museum & Archives and A.P.P. Barracks. This is a full time seasonal position (37.5 hours/week) beginning early May through to August 31 with the possibility of an extension into autumn. The wage is \$17.00/hour.

Please apply by emailing your cover letter and resume to museum@heritagecrowsnest.com

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

**HERITAGE
CROWSNEST**



CROWSNEST MUSEUM & ARCHIVES
cnmuseum@shaw.ca
403-563-5434
crowsnestmuseum.ca

ROLE PROFILE

PROGRAMMING ASSISTANT

The Programming Assistant's primary role is to assist developing and delivering programs, events and educational sessions at the *Crowsnest Museum & Archives* and *A.P.P. Barracks*. The Museum Programming Assistant will also be required to assist museum staff with visitor services, exhibit development, and fundraising as necessary.

Duties of a Programming Assistant may include, but are not limited to;

- Provide an exceptional guest experience at the museum and barracks by maintaining a professional, clean and safe environment for all visitors and staff
- Develop, coordinate and operate programs, events and tours that are relevant to the region of Crowsnest Pass and in line with the objectives of *Heritage Crowsnest*
- Lead events, tours and programs
- With support from the Operations Lead, supervise and operate the *A.P.P. Barracks'* Escape Room experience, including the creation of puzzles and challenges for groups to complete
- Assist with the marketing and promotion of *Heritage Crowsnest* events, tours and programs
- Assist with visitor services (including the Museum Gift Shop), fundraisers and exhibit development as required
- Respond professionally and proactively to visitor concerns and incidents
- Participate in cleaning, opening & closing duties, and restocking as required
- Assist the Collections Lead with the assessment, organization and care of artifacts at both the *Crowsnest Museum & Archives* and the *Bellevue Underground Mine*
- Conduct research as part of the Museum's collections team

Museum Collections & Programming Assistants are required to adhere to *Heritage Crowsnest* policies and procedures while working at the *Crowsnest Museum & Archives*, *A.P.P. Barracks*, and *Bellevue Underground Mine*.