**Job Title:** Education & Engagement Assistant (YCW)
**Reports to:** Education & Engagement Coordinator
**Status:** Summer Student, Contract, Full-time
**Contract Date:** May 6, 2024 to August 23, 2024 (16-weeks)
**Hours:** Monday to Friday 9:00 am-4:30 pm (shifts may be required outside these hours)
**Salary:** $17.40/hour
**Closing Date:** April 26, 2024 at 4:00 pm

**Summary of Position:**

Our vision is to connect people with Chilliwack’s history. This Summer Student position is an opportunity for a young person returning to full-time studies to experience a dynamic work environment in the Museum and Archives. The Education & Engagement Assistant will gain valuable experience while helping to fulfill the organization’s vision.

As a student employee at the Chilliwack Museum and Archives, reporting to the Executive Director and supervised by the Education and Engagement Coordinator, the incumbent will work on short-term Education and Engagement Projects.

**Duties & Responsibilities:**

• Assist the Education and Engagement Coordinator with the planning, organization, and delivery of selected School Programs and Public Programming
• Assist with the development and delivery of special events and community events both at the Museum and around the community
• Assist with the installation of travelling exhibitions
• Assist, as required, with day-to-day museum operations including opening and closing, participating with other colleagues in occasionally staffing the reception desk for periodic coverage and Gift Shop retail sales or Archival Services as help is occasionally required with these functions.

**Qualifications:**

• University student, preferably in a B.Ed. program, or with courses in history, anthropology, fine arts,
museum or archival studies, or another related field;
• Computer skills including knowledge & experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software would be definite assets;
• Experience working with children and families, ideally in a teaching environment, would be an asset;
• Excellent organizational, technical writing, research, and manual skills with a penchant for attention to
detail;
• Excellent interpersonal skills, preferably with some experience in teamwork and information and service industries;
• Previous experience in a museum environment would be a definite asset;
• Because of the physical nature of some of the work proposed, the candidate must be physically capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height.

**This position will be offered pending confirmation of funding**. Applicants must be full-time students planning to return to full-time studies in the Fall of 2024 and must be registered on the Young Canada Works online candidate inventory. This is a 16-week term position.

The successful candidate will be required to submit a clear criminal record check with vulnerable persons clearance.

The successful candidate must have a valid Class 5 Driver’s license and access to a vehicle.

The Chilliwack Museum and Archives is an equal opportunity employer. We seek to foster a workplace that reflects the full breadth of the communities we serve and welcome applications from women, racialized persons/BIPOC, LGBTQ2S+, and people with disabilities.

All qualified applicants are invited to apply by submitting their cover letter and resume to:

Shawna Dwyer
Executive Director, Chilliwack Museum & Archives
shawna@chilliwackmuseum.ca

We look forward to reviewing all applicants, however, only those selected for an interview will be contacted.