

Tumbler Ridge Museum Foundation: Position Posting



Position Name: Programs Assistant

Term: June 10th – August 31st, 2024

Job Status: Summer Student (40 hours/week)

Successful applicants will be required to reside in Tumbler Ridge and be available for the entire term of the contract.

Remuneration: \$18/hour

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 500 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at www.trmf.ca.

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at www.tumbleridgegeopark.ca.

Job Description:

The Programs Assistant reports to the Executive Director. The role of the Programs Assistant is to aid in the preparation and delivery of public programs for diverse audiences on the subjects of palaeontology, biodiversity, and the human heritage and history of Tumbler Ridge and the Peace Region. Weekend work is a requirement for this position.

This is a Young Canada Works position. Candidates must be:

- enrolled in the YCW program.
- between 16 and 30 years of age at the start of employment,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection had been conferred under the *Immigration and Refugee Protection Act* for the duration of employment, and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.
- have registered as a high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to studies during or after the YCW work assignment

Responsibilities:

- Develop a list of ideas/activities/crafts and create a programming schedule for July and August.
- Identify and prepare program materials or kits for drop-in and camp activities.
- Assist with the development of marketing materials for programs.
- Process registrations.
- Set-up and clean-up activities.
- Lead program delivery.

- Assist with data collection and record keeping.
- Participate in enhanced cleaning activities including the sanitization of workspaces, shared materials between use (scissors, tape, glue bottle etc.) and other shared spaces throughout the museum as required.
- Deliver gallery tours.
- Assist visitor services with coverage when needed (breaks, lunch).
- Assist with special events.
- Ensure privacy requirements are maintained at the highest level.
- Implementing and monitoring all museum standards, policies, procedures, and guidelines pertaining to activities.
- Assist with other museum-related duties as assigned by the Summer Programs Lead or Executive Director.

Qualifications:

To be considered for this position, you will be asked to provide evidence of:

- Registration as a candidate with the Young Canada Works Summer Jobs Program.
- Interest in a related field of study: education, early childhood development, palaeontology, geology, history, or museum studies.
- Previous experience in working with children aged 4 – 13 would be considered an asset.
- Demonstrated experience in supervising and instructing others, and leading group learning.
- Be comfortable speaking to small and large groups of people of all ages.
- Strong computer literacy, with proficiency in Microsoft Word and Excel. Experience with online platforms like Zoom would be considered an asset.
- Demonstrate a natural curiosity and enthusiasm to share that curiosity.
- Excellent written and oral communication skills, particularly with regard to public speaking and presentation delivery.
- Ability to interact with people from a variety of backgrounds and educational levels and explain scientific concepts to different audiences.
- First aid certification would be considered an asset.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment and be legally entitled to work in Canada.

Please send your resume and cover letter to manager@trmf.ca with the title “TRMF – Programs Assistant”.

The position is dependent on Young Canada Works funding approval.

The Tumbler Ridge Museum recognizes that Canadian museums have a responsibility to support a society that respects diversity and fosters accessibility, respect, and inclusion. We encourage applications that support a diverse and multi-talented workforce. Only qualified applicants will be contacted.