



Western Development Museum
Moose Jaw

50 Diefenbaker Drive
Moose Jaw, SK S6J 1L9

P: 306-693-5989
W: wdm.ca

WESTERN DEVELOPMENT MUSEUM - MOOSE JAW
is now accepting applications for the following position
Summer Maintenance Assistant - Summer Position

GENERAL DESCRIPTION:

Reporting to the Maintenance Supervisor, the Summer Maintenance Assistant will be responsible for assisting with the maintenance of the building and grounds. They will also assist with the set-up of special events and functions. Weekend work is required.

DUTIES:

- Facilities
 - Assist with all respective facility maintenance and operations
 - Cleaning and maintaining all office, Museum galleries and public areas
 - Maintaining visually pleasing grounds including parking lot, lawns, sidewalks, etc
 - Assist with building/artifact security during large events and programs
- Special Events and Programming
 - Assist with the set-up and dismantling of special events and programs held in the Museum

QUALIFICATIONS:

- Self-motivated and able to work independently
- Willing to work weekends
- Have superb organizational skills
- Valid driver's license
- Knowledge and experience in janitorial and grounds maintenance is an asset

CONDITIONS:

\$13/hour

Employee Benefits Plan as per WDM Employees' Handbook.

Term: 8 weeks from July 7 to August 31, 2019. May include weekends prior to July 7, 2019.

Hours: 7.5 hours per day - 37.5 hours per week, will include weekends.

This position is funded through Canada Summer Jobs. The candidate must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Application deadline: May 15, 2019

Apply to:

Summer Maintenance Assistant Selection Committee
Western Development Museum – Moose Jaw
50 Diefenbaker Drive
Moose Jaw, SK S6J 1L9

By E-mail: kfitton@wdm.ca

Written or email applications only, please.

Only applications selected for an interview will be contacted.

The WDM will conduct a screening process that is fair and equitable.