



Western Development Museum
Saskatoon

2610 Lorne Avenue
Saskatoon, SK S7J 0S6

P: 306-931-1910
W: wdm.ca

The Western Development Museum - Saskatoon is seeking a Programs Assistant (part time)

Are you passionate about museums and their role in communities? **Do you believe** museums exist to serve their communities and represent the diverse histories found in Saskatchewan?

We are looking for a Programs Assistant who will support all aspects of program delivery for schools and the public.

The Programs Assistant is responsible for:

- Assisting with the set-up, delivery, and clean-up of school and public programs and activities.
- Responding to public and educators' queries regarding tours and program bookings.
- Finalizing program registrations, distributing booking confirmations and maintaining accurate records for program registrations.
- Ensuring weekly schedule of programs activities is shared and coordinated with relevant Museum staff and departments to meet the needs of those activities.
- Assisting with the evaluation of programs as required.
- Greeting and orienting groups to the Museum as required.
- Preparing and submitting reports on program activities as required.

We are looking for a Programs Assistant who is:

- **A creative thinker** - able to troubleshoot problems and come up with solutions.
- **Personable** - able to work well with many different people.
- **Hands-on** - able to manage all aspects of program delivery.
- **Organized** - able to manage several tasks at once.
- **A strong communicator** - both orally and in writing.

The detailed job description is attached. The work schedule is 20 - 24 hours in a 2-week pay period and the salary range is \$20.52 - \$23 per hour. WDM employees belong to the Public Employees Pension Plan with employee contributions being matched by the employer. The WDM provides paid sick leave as well as employer paid health/dental benefits for qualifying employees.

If you're interested in joining our team, please send a resume and cover letter showing how you meet the requirements of this position.

Applications must be received by January 6, 2023.

Please send your application to:

Programs Assistant Selection Committee
Western Development Museum - Saskatoon
2610 Lorne Avenue
Saskatoon SK S7J 0S6
saskatooncareers@wdm.ca

We thank everyone interested in this position but will only be contacting selected applicants.

Job Title: Programs Assistant (Part-time)	Position: SK 4.2 CE Approved:
Supervisor: Programs and Volunteer Supervisor	

Position Mandate: Supports all aspects of program delivery for schools and the public. Schedules and confirms program registration and assists with program set-up, delivery and take-down. Undertakes special projects as assigned by the Programs and Volunteer Supervisor.

Representative Duties

- Assists with the set-up, delivery, and clean-up of school and public programs and activities.
- Organizes and maintains programming materials. Identifies when replacement materials are needed.
- Responds to public and educators' queries regarding tours and program bookings.
- Finalizes program registrations and distributes booking confirmations.
- Ensures weekly schedule of programs activities is shared and coordinated with relevant museum staff and departments to meet the needs of those activities.
- Assist with the evaluation of programs as required.
- Monitors the saskatoon.ed@wdm.ca email and responds to request for information.
- Greets and orients groups to the Museum as required.
- Supports social media initiatives.
- Maintains accurate records for program registrations. Ensures all program bookings are confirmed.
- Prepares and submits reports on program activities as required.
- Prepares program reports to help communicate and evaluate overall offerings.
- Filing and general administrative work as required.

Education and Experience

The position requires a certificate in a related field such as educational assistant or early childhood development and 1-2 years programming experience. Computer skills are essential.

Accountabilities

- The group booking process is timely, efficient and helpful to group organisers, and meets departmental requirements and potential volunteer needs.
- The incumbent is experienced as a knowledgeable and professional to groups and organizers.
- Museum staff receive the information they need to anticipate group arrivals and meet their needs in a timely and organized manner.
- The assigned education programs are delivered in a manner that achieves objectives and garners positive feedback from educators and students.
- Remains current with professional standards and new developments in museum programming.

- Willing to take direction from supervisors and they receive relevant and timely information as per established procedures.
- The Assistant is a productive member of the department, participating actively in meetings and initiatives, and taking on a fair share of the collective workload.
- Staff receive the assistance they need to deliver services under tight timelines as requested.
- Positive and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- Staff, volunteer, visitor, and public observations regarding the incumbent are positive and appreciative.
- Occupational health and safety requirements are maintained.
- The incumbent's work areas are maintained in a professional and organized manner. Project work areas are always cleaned after usage.
- Policies, procedures, laws and regulations relevant to the position are followed. Staff and volunteers supporting program activities comply with the policies, procedures, laws and regulations relevant to their roles.
- Building security and visitor safety are maintained in area of work performed.

Job Scope

Plans and prioritizes own workflow to complete a range of assignments with competing deadlines and priorities. Undertakes a broad range of routine duties, working within established policies, guidelines and procedures. Applies some discretion when performing assigned tasks, within established standards.

Effort

The workflow is very steady and periodically experiences high volumes of work requiring the coordination of work with others. Must meet deadlines on a routine basis and manage assignments to ensure availability to prioritize responding to queries from internal and external sources. Work can measurably be affected by other functions within the museum.

Working Conditions

The incumbent works in an office environment and in all areas of the Museum. Travels occasionally within the province. Evening and weekend work is occasionally required.