



Western Development Museum  
North Battleford

Box 183, Hwys 16 & 40  
North Battleford, SK S9A 2Y1

P: 306-445-8033  
W: wdm.ca

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## **Western Development Museum - North Battleford is accepting applications for the position of Programs and Volunteer Assistant – Summer**

### **General Description:**

Reporting to the Programs and Volunteer Coordinator, the Programs and Volunteer Assistant is responsible for planning and implementing interpretative public programming. The Programs and Volunteer Assistant will assist in the planning & implementation of education programs and with creation and implementation of History in Motion.

The successful candidate will also gain valuable experience interacting with and assessing the needs of Museum visitors. This job presents an opportunity for the student to experience working with volunteers and staff and coordinating and managing activities and tasks in a professional museum setting. **Only students continuing full-time post-secondary studies in the fall semester will be considered.**

### **Duties and Responsibilities:**

- Become familiar with all aspects of museums, specifically the WDM North Battleford.
- Update and present existing programs, activities and demonstrations.
- Assist in planning and creating a public themed escape room for all ages.
- Generate effective and creative ways to enhance public visitation.
- Assist with the Museum's annual summer event.
- Assist in the delivery of our interpretive materials.
- Assist with volunteer record keeping and scheduling.
- Assist with sponsorship research and development.
- General office and other duties as assigned.

### **Qualifications/Skills:**

- Interest in and knowledge of Saskatchewan heritage.
- Interest in developing interpretive programs; previous knowledge and experience in public/interpretive program development are assets.
- Excellent written, oral and interpersonal skills.
- Ability to work independently as well as in a team situation.
- Ability to work with volunteers and the public.
- Be responsible and possess a high level of integrity.
- Good computer skills.
- Ability to multi-task and meet deadlines.

- Interest in and ability to work with all ages.

**Conditions:**

- Salary: \$14.46 - \$16.77/hour.
- Approximately 16 weeks full-time term position: May 8 - August 25, 2023.
- Hours: 8:45 am - 5:15 pm and will include weekday, weekend and occasional evening work.
- Employee Benefits Plan as per WDM Human Resources Policies.

**Application Deadline: March 31, 2023**

Apply to:

Programs and Volunteer Assistant Selection Committee  
Western Development Museum - North Battleford  
P.O. Box 183  
North Battleford SK S9A 2Y1

E-mail: [nbattleford@wdm.ca](mailto:nbattleford@wdm.ca)

Applications may be mailed, e-mailed or dropped off in person at the WDM North Battleford.  
Only applications selected for an interview will be contacted.

*We thank everyone for applying for this position. Only applicants selected for an interview will be contacted. This position is dependent on funding from the Canada Summer Jobs Program.*

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