



Western Development Museum
Saskatoon

2610 Lorne Avenue
Saskatoon, SK S7J 0S6

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

**Western Development Museum - Saskatoon is
accepting applications for the position of
Exhibit Maintenance Assistant (Summer Student)**

General Description:

This position assists with the repair and maintenance of the WDM Saskatoon exhibits, ensuring that the Museum galleries and workshop spaces are safe and operational for Museum visitors to enjoy. The candidate will work directly under the Exhibit Maintenance Technician, with the additional mentorship of the Operations team. This job presents an opportunity for the student to experience working with the public, volunteers, and staff coordinating and managing activities and tasks in a professional museum setting. **Only youth aged 15-30 at the time of employment are eligible for this position.**

Duties and Responsibilities:

- Become familiar with all aspects of the WDM Saskatoon.
- Inspect museum exhibits, gallery spaces and outdoor exhibit areas regularly, documenting and reporting necessary maintenance/repair/replacement per established exhibits procedures.
- Perform artifact inventory and condition reporting as required.
- Under the direction of the Exhibit Maintenance Technician, assist in the maintenance of exhibits using the appropriate tools and materials. This may include basic carpentry, painting, dusting, simple mechanical repairs, A/V troubleshooting, artifact handling, etc.
- Ensure the safety and integrity of the collection when handling and/or transporting artifacts.
- Contribute actively to the maintenance of overall shop cleanliness and safety. Use the shop and its equipment in a safe and professional manner.
- Assist and work in conjunction with the Volunteer Engagement Coordinator to create and facilitate volunteer involvement in exhibit maintenance and collection care.
- General office and other duties as assigned.

Qualifications/Skills:

- Interest in and knowledge of Saskatchewan heritage.
- Experience working in a Museum or gallery setting is an asset.
- Skills or experience with any of the following: basic carpentry, painting, simple mechanics, A/V, or caring for artifact collections are all considered assets.
- Excellent attention to detail and ability to creatively solve problems.
- Ability to work independently as well as in a team situation.
- Ability to work with volunteers and the public.
- Good computer skills and experience using Office 365 and/or SiteDocs.
- Must be physically able to carry out the work required.
- Ability to multi-task and meet deadlines.

Conditions:

- Approximately 16 weeks full-time, term position: May 11 - August 28, 2026.
- Required availability: 7:30 am to 4:00 pm daily. Shifts will include weekdays and occasional weekend or evening work.
- Salary: \$17.92/hr

We aspire to represent Saskatchewan's diversity in all aspects of the WDM. We want people to see themselves and their histories reflected in our spaces and to create opportunities for engagement, learning and building empathy within the communities we serve.

If you're interested in joining our team, please submit **a single document with your resume and a cover letter included**, outlining your qualifications and experience to saskatooncareers@wdm.ca

Application Deadline: March 16, 2026

The WDM welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodations to apply for this position, please contact careers@wdm.ca.

We thank all applicants for their interest; however, we will only be contacting applicants selected for interviews.