



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 now accepting applications for the following position  
Customer Service Assistant (Summer Student)**

**General Description:**

Reporting to the Manager, the Customer Service Assistant's main responsibility will be to provide excellent visitor services at the WDM North Battleford. The Customer Service Assistant will ensure that the services are supplied in an efficient and profitable manner. They will also assist with the set-up of special events and functions.

**Key Responsibilities:**

- Opening/closing procedures in the office and gift shop.
- Visitor orientation to the Museum Galleries.
- Gift shop sales and reporting.
- Process admissions & memberships.
- Provide visitor service information requests (by phone or in person).
- Maintenance of reception area, gift shop, staff area, including cleaning and other light housekeeping duties.
- The Customer Service Assistant will work varying hours to cover events and activities.
- General office duties as assigned.

**Qualifications:**

- Self-motivated and able to work independently
- Willing to work weekends
- Have superb organizational skills
- Knowledge and experience in an office environment is an asset.

**Conditions:**

- **Salary:** \$17.06 - 19.78/hour
- **Work Schedule:** Approximately 16 weeks full-time term position from May 4 - August 28, 2026  
Hours: 40 hours per week. Work hours are 8:45 am to 5:15 pm.  
Shifts include weekdays, weekend, and occasional evening work.

**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.

Recent immigrants are eligible if they are Canadian citizens or permanent residents.

**Application deadline: March 27, 2026**

**Apply to:**

If you're interested in joining our team, please submit **your cover letter and resume**, outlining your qualifications and experience to <https://careers.risepeople.com/western-development-museum/en>.

Attn:

Customer Service Assistant Selection Committee  
Western Development Museum  
P.O. Box 183  
North Battleford SK S9A 2Y1

*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 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 Breanne at 306-934-1400 or [blessard@wdm.ca](mailto:blessard@wdm.ca)*