



Western Development Museum  
Corporate Office

2935 Lorne Avenue  
Saskatoon, SK S7J 0S5

**P:** 306-934-1400  
**W:** wdm.ca

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## Western Development Museum - Corporate Office is accepting applications for the position of Programs and Marketing Assistant

The WDM Corporate Office in Saskatoon is looking for a **Programs and Marketing Assistant** to help the WDM in the development, coordination, and promotion of WDM programs and events, and assist with marketing and communications activities. **Only those aged 15 - 30 at the time of employment are eligible for this position.**

### Key Responsibilities:

- Prepare social media and website content to promote programs, events and exhibits.
- Help prepare program materials and resources for curriculum-based programming and outreach events across WDM locations.
- Design and edit digital assets (such as photos, graphics, posters or brochures) for marketing use.
- Assist with communications tasks involving digital advertising, email marketing and event promotion.
- Help maintain organized digital and physical files related to programs and marketing.
- Provide support for internal reporting, meeting preparation, data entry and document formatting.

### Qualifications/Skills:

- Ability to plan and prioritize work to complete tasks in an organized and timely manner in adherence to museum standards, policies and procedures.
- Ability to work in close cooperation with others and learn quickly from overseeing staff.
- Excellent organizational skills.
- Strong written and verbal communication skills.
- Knowledge of Microsoft Office 365. Experience with Canva and Adobe Suite considered an asset.
- Familiarity with Saskatchewan Elementary School Curriculum considered an asset but not required.
- Willingness to learn about website content editing and other software as required.

### Conditions:

**Salary:** \$18/hour

**Work Schedule:** The position starts on May 4, 2026 and ends August 28, 2026. The work schedule is 35 hours per week.

**Working Conditions:** The successful candidate will work in an office environment and may require long periods at a desk and computer screen. Travel to WDM locations may be required (a company vehicle is provided). Light physical labor may be required (ability to lift a maximum of 20 pounds).

**Job Description:** Attached

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

**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.

**Application Deadline: March 23, 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:

Programs and Marketing Assistant  
Western Development Museum Corporate Office  
2935 Lorne Avenue  
Saskatoon, SK S7J 0S5

*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 Government of Canada Canada Summer Jobs.*

*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 EXT 1120 or [blessard@wdm.ca](mailto:blessard@wdm.ca).*

Job Title: <b>Program and Marketing Assistant - summer student</b>	Position: CO Approved:
Supervisor: Director of Community Engagement	

**Position Mandate:** Reporting to the Director of Community Engagement with daily guidance from Programs and Marketing staff, this role supports the development, coordination and promotion of WDM programs and events, and assists with marketing and communications activities. The ideal candidate is organized, detail-oriented and enthusiastic about museums, education and public engagement.

Representative Duties

**PROGRAM SUPPORT**

- Helps prepare program materials and resources for curriculum based programming and outreach events across WDM locations.
- Conduct online programs review and prepare content for in-person program delivery.
- Assist with inventory, data entry and cataloguing of hands-on program materials.
- Assess and update digital education resources and marketing material.

**MARKETING SUPPORT**

- Assists in preparing social media and website content to promote programs, events, and exhibits.
- Design and edit digital assets (such as photos, graphics, posters or brochures) for marketing use.
- Assist with communications tasks involving digital advertising, email marketing and event promotion.
- Participate in event promotion planning, including local sponsorship support and follow-up.
- Support reporting and documentation of marketing campaign results and analytics.

**ADMINISTRATIVE SUPPORT**

- Help maintain organized digital and physical files related to programs and marketing.
- Provide support for internal reporting, meeting preparation, and occasional data entry or document formatting.
- Coordinate and prepare programs information from the locations for input online and into software databases.

## **EDUCATION AND EXPERIENCE**

- The incumbent must be pursuing a degree in Commerce, Education, Humanities, Social Sciences or another related field, and must be eligible for the Canada Summer Jobs Program: between 15 and 30 years of age and returning to full-time studies in the fall.

## **ACCOUNTABILITIES**

- Interest in museums, education, marketing, or nonprofit work.
- Strong written and verbal communication skills.
- Comfortable with Microsoft Office and willing to learn design and website editing software.
- Experience with Canva, Adobe Suite or other graphic design software considered an asset.
- Familiarity with Saskatchewan Elementary School Curriculum considered an asset but not required.
- Organized, adaptable, and able to manage time across multiple tasks.
- Friendly, collaborative, and professional demeanor.
- Occupational health and safety requirements are maintained.
- Work areas are maintained in a professional and organized manner.
- Policies, procedures, laws and regulations relevant to the position are followed.
- Building security and visitor safety are maintained in the area of work performed.

## **JOB SCOPE**

The Summer Program and Marketing Assistant plays a key support role within the Community Engagement Department, contributing to the successful development and delivery of WDM programming and marketing initiatives. Under the supervision of the Director of Community Engagement and daily direction of Marketing and Programs staff, the role provides cross-functional assistance across all four Museum locations. Tasks are varied and include data entry, promotional support, content creation and materials coordination. This position is integral to maintaining organized internal processes and enhancing public engagement through both in-person and digital channels.

## **EFFORT**

The workflow is steady and occasionally requires managing multiple tasks and deadlines at once, often in coordination with other team members. The work is primarily digital and requires focus, attention to detail, and problem-solving to complete tasks accurately and efficiently. While the role only requires occasional physical effort, it does involve extended periods of computer use and frequent engagement with digital systems, databases, and communications platforms.

## **WORKING CONDITIONS**

The incumbent works in an office environment in a collective space. May require long periods at a desk and computer screen. May need to do occasional physical lifting (maximum 20 pounds). Travel throughout Saskatchewan may be required. Evening and weekend work may be required.