



Now Hiring – Programming Assistant

35 hours per week, including some weekends and holidays

May 1st – August 31st

\$17.40 per hour

The Agassiz-Harrison Museum & Visitor Centre is located on the traditional, unceded and ancestral lands of the Sto:lo First Nations. We acquire, preserve and exhibit artifacts, photographs, documents, and records of significant historical value pertinent to the Harrison River Valley and share and make our resources available to everyone.

As the Programming Assistant, you will be working to create and deliver accessible experiences.

Tasks and Responsibilities

- Plan and deliver programming including day camps and community partnered programs.
- Create a family-friendly environment that provides safety and security for everyone while respecting cultural values, goals and expectations.
- Schedule and train volunteers for programming activities to ensure quality visitor experiences.
- Maintain program records such as statistics, forms and attendance and produce reports and how-to-guides for future program delivery.
- Measure and evaluate the effectiveness of programs and outreach .
- Promote awareness of program offerings by working with the coworkers.
- Respond to public questions, comments and concerns.
- Communicate effectively with a variety of audiences and individuals from diverse backgrounds.
- Conduct general light labour duties within the facility, such as sweeping floors, cleaning spills, sanitizing surfaces, replenishing supplies, and ensuring that the facility is properly stocked
- Maintain a journal recounting the challenges and successes faced in the position that can be summarized in an end-of-summer report.
- Contribute as a member of the Agassiz-Harrison Museum & Visitor Centre team, providing assistance and support for other projects as required.

The Agassiz-Harrison Museum & Visitor Centre is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We welcome applications from all qualified individuals including those from underrepresented groups, such as Indigenous peoples, women, people of colour, LGBTQQIP2SA individuals, and others who may contribute to the further diversification of ideas.

This position is funded through the Young Canada Works Program and requires eligible applicants to meet the criteria set by the funding program. These criteria can be found at:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

To apply, send your resume and cover letter to Maria Martins, Manager, at manger@agassizharrisonmuseum.org