



10 River Street E
Prince Albert, SK S6V 8A9
curator@historypa.com
306-764-2992

Job Title: Programming and Outreach Coordinator
Location: Prince Albert, SK
Type: Full-time (32 hours/week), 1-year Term position
Wage: \$18.00-19.50/hour starting
Start date: November 25, 2026

Job Summary

This position supports the mandate of the PAHS through the implementation and delivery of educational and public programs to a diverse audience. This position reports to the Manager/Curator and works with Program committee and volunteers to deliver relevant programs. Programs are delivered at any of the four museums run by the PAHS.

Key Duties and Responsibilities

- Become familiar with all aspects of the PAHS
- Facilitate existing programs, with an understanding of all activities
- Develop, schedule, and deliver school and public programs, both on and off site.
- Create and monitor the Society's social media pages (Facebook, Instagram, and YouTube)
- Implement a variety of learning strategies to engage diverse audiences.
- Liaise between school boards, educational facilities, and cultural organizations and the Historical Society to present relevant programs.
- General office and other duties as assigned.

Qualifications/Skills

- Relevant undergraduate degree and a minimum of 2 years related experience. An equivalent combination of education and experience will be considered.
- Interest and knowledge of Prince Albert history
- Experience with grant writing and follow up
- Excellent written, oral and interpersonal skills
- Must be familiar with creating business content for social media
- Ability to multi-task and meet deadlines
- The position requires a criminal record check and vulnerable sector check.

The detailed job can be found at www.historypa.com/about/directors_and_staff.html.

If you are interested in joining our team, please email a resume and cover letter in pdf format to curator@historypa.com,
Attn: Michelle Taylor.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.



Dr. C. H. & Lenore Andrews

Philip E. West