



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306.764.2992 | [e] curator@historypa.com | [w] www.historypa.com

Job Title: Museum Assistant

Location: Prince Albert, SK

Type: Temporary Part-time (20 hours per week, afternoons)

Wage: \$17.00

Start Date: Immediate

Competition will remain open until a suitable candidate has been chosen.

About Us

The Prince Albert Historical Society operates the four museums in the City of Prince Albert- the Historical Museum, the John and Olive Diefenbaker Museum, the Rotary Museum of Police and Corrections, and the Evolution of Education Museum. These four museums, located in three areas of the city, represent the story of Prince Albert's people in their own distinct theme.

Job Summary

The Museum Assistant will aid in the day-to-day operation of the Prince Albert Museums. This will include organizing and providing tours, outreach programs and social media management.

Key Responsibilities

- Provide tours and front desk administration on a daily basis at the Historical Museum.
- Schedule and deliver school and public programs, both on and off site.
- Create posts and monitor the Society's social media pages (Facebook, Instagram, and YouTube).

Qualifications

- An interest in local history, and willingness to learn detailed information;
- Have a friendly and outgoing personality;
- Be reliable and responsible;
- Be self-motivated and able to work independently;
- Have a driver's licence and a personal vehicle;
- Have strong English skills, and computer skills;
- Other languages, especially French and/or local indigenous languages, is an asset.

Please email your resume and cover letter (pdf) to curator@historypa.com, Attn: Michelle Taylor
Only those individuals chosen for an interview will be contacted.

