

Job Title: Program Assistant

Duration: May 25, 2017 – September 4, 2017 (15 weeks)

Wage: \$13.50/hour 35 hours per week

Location: Niagara Historical Museum, Niagara-on-the-Lake, Ontario
www.niagarahistorical.museum; 905-468-3912

Send resumes to: aklassen@nhsm.ca

Reporting Duties: Reports to the Managing Director and the Society Administrator.

Job Purpose: The Program Assistant will organize and coordinate the summer programming at the Museum, take part in marketing activities and social media, and assist with planning for a major fundraiser.

Primary Responsibilities:

- Manage schedule of volunteer walking tour guides for our weekly walking tours
- Meet tours in local park on Saturday & Sunday mornings (greet participants and take payment)
- Track number of participants for all programs
- Assist on event day for all programs including monthly lecture series, film series, August Heritage Festival, and offsite community events
- Assist with marketing of exhibitions and events including writing press releases, producing & distributing marketing materials and doing social media outreach
- Assist senior staff in the delivery of our children's summer camp (2 weeks)
- Develop a media plan for Niagara Polo 2018

Secondary Responsibilities:

- Answer the phone at the Museum
- Greet visitors, receive admissions, direct patrons to the Museum, answer questions by visitors
- POS entry of gift shop sales
- Pass on research requests and other questions to Managing Director of the Society
- Any other duties as required by the position

Interaction with Patrons and Public

- Interact with Museum visitors
- Interact with Museum volunteers

Working Conditions and Environment:

- May be required to attend and assist with special events on evenings and weekends
- May be required to work with some chemicals used for cleaning purposes

Knowledge and Skills Required:

- Some University/College experience required- Must be enrolled full time and returning full time in the fall
- Excellent computer skills
- Excellent interpersonal skills
- Good organizational and managerial skills
- Good writing skills
- Experience working with children
- Experience assisting with special events
- Creativity and leadership skills
- Experience working with an historical collection is an asset
- Ability to work independently as well as part of team
- Education in and Event Management or Public Relations Program is an asset
- Education in a History, Museum Studies or arts administration programme is an asset
- MUST BE REGISTERED WITH YOUNG CANADA WORKS AND MEET THEIR CRITERIA
- The Niagara Historical Society is an equal opportunity employer