



Programs Assistant

Summer Position

Lougheed House Conservation Society is seeking a knowledgeable, innovative, and highly motivated individual to be a Program Assistant at Lougheed House National & Provincial Historic Site. The successful candidate will be an energetic, self-motivated, and creative person. The successful candidate will have strong interpersonal, teamwork, and communication skills as well as respect for, and the ability to work with, diverse populations. The Program Assistant will be responsible for assisting with various museum tasks such as programming, interpretation, and volunteer management.

Tasks include but are not limited to:

- Assist with researching and planning public programs
- Help in delivery of programs and special public events including our Full Bloom Festival in August (may include occasional evenings or weekends)
- Provide technical support during public programs including setting up and running onsite A/V equipment
- Support the Programs Manager in logistical tasks required in organizing an event including picking up and returning of rented equipment or program materials.
- Providing support to the volunteers including direct support, onboarding, managing schedules and inputting information into the volunteer management system, Better Impact.
- Develop and provide guided interpretive tours of the House and gardens
- Address any questions visitors may have and provide additional interpretation of the House and exhibits when appropriate
- Occasionally monitor the front desk, gift shop, and Guest Services area one to two days weekly to greet and provide information to visitors

Under the supervision of the Programs Manager, this position will work in the Lougheed House building and gardens, and potentially off-site to comply with local public health regulations. This position will have the benefit of receiving on-site training in museum programming and curatorial practices, and will gain experience in research, project development, interpretation, and educational programming. Students of museum studies (or related programs) who wish to continue learning and gain valuable work experience to put on their resume are strongly encouraged to apply.

QUALIFICATIONS:

- Some university/college or training in museum studies, library/archival studies, performing arts, history, anthropology, Indigenous studies, communications, education, or a related field is preferred
- High level of written and verbal skills
- Strong public speaking skills and the ability to connect and communicate with people of diverse backgrounds
- Passion for Calgary's Arts and Culture scene and an interest in developing unique and diverse cultural events, programs, or workshops
- Attention to detail and thorough even with repetitive tasks
- Friendly personality to be able to work with staff and volunteers in a busy team environment, but also self-disciplined to be able to work efficiently alone
- Confident working with the public to guide tours, teach or facilitate a group
- Willingness to learn and willingness to share your knowledge to help train others
- Possess a knowledge of or interest in local history including current issues
- Exceptional organizational and time management skills, punctual and reliable
- Applicable computer skills and experience with some administration work is a must (Microsoft Office suite, Windows, email, search engines, etc.)
- Experience operating A/V equipment such as cameras, microphones, mixers, and speakers would be considered an asset
- Criminal Record Check with Vulnerable Sector Check

IMPORTANT NOTE:

This is a position dependent on grant funding from Young Canada Works and/or Canada Summer Jobs and applicants must fit the criteria of the Young Canada Works Program and/or the Canada Summer Jobs Program.

To be eligible for YCW and CSJ individuals must be a current student or recent graduate who must:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada;
 - Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible;
- Be legally entitled to work in Canada; in accordance with relevant provincial/territorial legislation and regulations.
- Be between 16 and 30 years of age at the start of employment;
- Meet the specific eligibility criteria of the program for which you apply;
- Be registered in the YCW online candidate inventory;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job (over 30 hours a week) while employed with YCW.

WAGE: \$18/hour

APPLICATION:

Please send cover letter and resume via email to info@lougheedhouse.com with “Programs Assistant Application” in the subject line by **Friday, March 31**. We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please.

Lougheed House was built in 1891 and is a Provincial and National Historic Site. Located in the Beltline district of Calgary amid several acres of heritage gardens and green space, the House is an accredited museum and significant Calgary landmark. It features a regular exhibition program, hosts events, tours, and learning opportunities for visitors of all ages. Lougheed House acknowledges with gratitude that we live, work, and play in Treaty 7 territory and the Métis homeland.