



Job Title	Manager's Job Title	Department
Summer Student – Museum	Fred Light Museum Manager	Parks and Recreation

## Summer Student – Fred Light Museum

### **Reports To**

Fred Light Museum Manager

### **Position Summary**

Under the direction of the Fred Light Museum Manager performs tasks related to the operation of the Fred Light Museum. This includes welcoming visitors, providing tours, assisting with summer day camps, general housekeeping, and carrying out administrative duties. This is a direct, hands-on in-scope position which is included in the Collective Bargaining Unit CUPE Local 3003. This position is not subject to annual layoff and recall notices.

### **Competencies**

- Accountability - Takes ownership of personal workload.
- Communication - Expresses and transmits information with consistency and clarity.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises; assisting with resolution or determining solutions.
- Decision Making - Makes concrete, well-informed and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited.
- Reliable – Consistently show up for work on schedule and on time.

### **Job Duties**

- Welcome visitors to the Museum.
- Become knowledgeable about the contents of the museum.
- Help create and change exhibits.
- Provide tourism information for the region.
- Artifact cataloging & handling.
- Guide visiting public through the museum and out buildings.
- Develop and implement children's day camps.
- Develop and implement children's games for the Museums Family Fun Day.
- General cleaning and janitorial duties



## **Job Requirements**

- Keen interest in local and provincial history.
- Ability to effectively communicate both verbally and in writing.
- Ability to work under supervision and to work independently; to follow oral and written instructions; and to meet and deal tactfully with the public.
- Must pass criminal record check.

## **Preferred Courses and Certifications**

- First Aid and CPR
- WHMIS 2015

## **Work Conditions**

- Extended periods of standing and sitting. Students must traverse several flights of stairs multiple times per day (no elevator or lift available).
- Shift work required including evenings, weekends, and holidays.
- 35 – 40 estimated hours per week.
- Expected employment is from May 1<sup>st</sup> to August 31<sup>st</sup>.

## **Rate of Pay**

- \$19.18 per Hour (CUPE 2026)

## **Posting Closing Date:**

- Internal/External March 12, 2026