

Museum Tour Coordinator

Date: Jan. 2, 2019

Location: City of Weyburn – Soo Line Historical Museum

The City of Weyburn is a dynamic and progressive community located in the heart of southeast Saskatchewan. Recently voted the best place to live in the Prairies by MoneySense Magazine, the city has a population of over 10,500 and a solid economic and community foundation upon which new opportunities are continuously built.

The City of Weyburn Leisure Services Department is offering an exciting summer employment opportunity for two (2) students. The Museum Tour Coordinator is a key component to the Leisure Services Department by ensuring that the day to day operations of the Soo Line Historical Museum are run efficiently.

Responsibilities:

- Administrative duties such as cash, filing, typing, scheduling;
- Providing monthly reports of activities and events;
- Act as a Public Relations Ambassador (liaison with schools, community groups and organizations);
- Booking, organizing, promoting, marketing and providing tours of the Soo Line Historical Museum;
- Planning, implementation, and evaluation of programs and events;
- Maintain the Soo Line Historical Museum and River Park tourist information;
- Inventory and purchasing of all supplies;
- Janitorial and maintenance duties;
- Cataloging of artifacts; and
- Other duties as assigned.

Qualifications:

- Students hired must be at least 15 years of age, enrolled as a student at a secondary or post-secondary school or institution;
- Must possess a valid Class 5 driver's license; and
- Customer service experience is an asset.

Additional Information:

- **Job Status** – Full time seasonal (April 29 – August 30, 2019, *dates are negotiable*)
- **Salary** – Salaries will commensurate as per the CUPE Local 90 Collective Agreement
- **Application Deadline** – 12 p.m. on April 1, 2019

To Apply:

Please submit your resumes and cover letters directly to:

Director of Leisure Services – Andrew Crowe

157 3rd St., Weyburn, SK | S4H 2K6

Electronic resumes to: acrowe@weyburn.ca

The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.