

### Seasonal Museum Tour Coordinator - Summer 2026

**Job Code:** 6266015

**Date:** December 18, 2025

**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 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.
- Other duties as assigned.

**Qualifications:**

- Students hired must be at least 16 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.
- Customer service experience is an asset.
- Standard First Aid and CPR would be considered an asset.

**Additional Information:**

- **Job Status** – Full-Time Seasonal May - August 2026 (*start and end date may be modified*)
- **Salary** – \$16.02 - \$17.49 As Per CUPE CBA
- **Application Deadline** – until suitable candidates is found

**To Apply:**

Identify in your cover letter the position you are interested in including the Job Order # and submit your resumes & cover letters directly to:

**Credit Union Spark Centre 540 5<sup>th</sup> Street Weyburn, S4h 1A1 or**

**Electronic resumes to:** [awallace@weyburn.ca](mailto:awallace@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.