

Summer Employment Opportunity

Position: Heritage Programmer

Do you like telling stories about places, people and events and engaging with the public? Mackie Lake House Foundation is seeking an energetic and creative individual as a Heritage Programmer. This job is a temporary (summer) May 6- Aug 30, full-time (35 hrs/wk) position.



Duties and Responsibilities

To develop and execute creative interpretive programs including weekly House Tours presenting the related history of the Mackie Lake House, interactive programs for visitors, and storytelling both in person and online.

Included in this job will be:

- Promotion, co-ordination, and presentation of weekly house tours for visitor
- Telling the story of the Mackie Lake House and the families who lived here both in person and online
- Presenting information to the public through website, media, social media and print promotions
- Develop information panels and signage for related artifacts
- Engaging with visitors who attend our events and presenting historical information in interesting ways.
- Creating surveys and recording related data for evaluation, reports and future planning
- General administrative duties related to ongoing programming and events

The student will work under the Mackie Lake House Foundation manager regarding all aspects of the job.

Qualifications

The candidate must fulfill all eligibility requirements of the Young Canada Works Program, including registration on the YCW web site. <https://www.youngcanadaworks.ca/index-eng.cfm>

Ideally, the candidate will have completed at least 1 year of undergraduate study in a relevant subject field (i.e. Education, Marketing, History, Communications, Museum/Curatorial studies or Anthropology) and will have some experience as a volunteer or employee in a related field. The candidate should have an expressed interest in working in Heritage and have familiarity and interest in the history of the BC Interior.

An outgoing personality with good public speaking skills and ability to work well with people of all ages is required. Presentation and teaching experience an asset.

The candidate must have experience working with a PC computer (prefer prior experience working with Photoshop, Publisher, Excel and Access 2010). Good writing, computer, and communication skills required.

Strong organizational and time management skills are required. The ability to work independently and as part of a team should be demonstrated. The candidate will be in a position to work with the public, and may require a background criminal records check.

Terms of Employment

May 6-August 30 with flexible scheduling to including Saturday or Sunday shifts as required
Rate of Pay: \$14 hour

The Heritage Interpreter position is dependent on grant funding.

Send résumé and cover letter by Friday April 12 to:

Christine Kashuba, Manager
Mackie Lake House Foundation
mackiehouse@shaw.ca

We thank all applicants for their interest, but only those candidates selected for interview will be contacted.