



**Position:** Museum Assistant  
**Location:** Lougheed House National & Provincial Historic Site in Calgary, AB  
**Term:** Seasonal full-time beginning May 2019 (16 weeks – start date is flexible)  
**Salary:** \$17.00/hr (35hrs/week)  
**Hours:** 5 days per week (may include occasional evenings/weekends), 9:00am – 4:00pm

**JOB DESCRIPTION:**

The Lougheed House Conservation Society is seeking a knowledgeable, innovative and highly motivated individual to be the Museum Assistant for the Lougheed House National & Provincial Historic Site. The successful candidate will be an energetic and creative self-starter. 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 Museum Assistant will be responsible for assisting with various museum tasks such as programming, interpretation, and collections management.

**Tasks Include:**

- Managing collections duties including inventories, accessioning, cataloguing and photographing artifacts, and arranging archival materials; reorganization and location tracking of artifacts in the storage areas
- Entering collections records, photographs, and locations into a collections management database
- Providing guided interpretive tours of the House and gardens
- Assisting with the delivery of school programs
- Assisting with organization and planning of programs
- Helping in delivery of adult and family programs and special events (may include occasional evenings or weekends)
- Addressing any questions visitors may have and provide additional interpretation of the House and exhibits when appropriate
- Monitoring the front desk/entrance to greet and provide information to visitors, as needed

Under the supervision of the curator and programs manager, the Museums Assistant will work primarily in the Lougheed House building. The incumbent will have the benefit of participating in familiarization tours of sites in Calgary, on-site training in museum curatorial practices, and 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 in the field are strongly encouraged to apply.

**QUALIFICATIONS:**

- A degree; some university/college; or training in museum studies, library/archival studies, history, anthropology, education or a related field is preferred. Relevant experience will also be considered
- Excellent communication and interpersonal skills. Demonstrated ability to work with staff and volunteers in a busy team environment
- Ability to work independently and autonomously
- Demonstrated 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 Calgary 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 with PastPerfect is considered an asset

**IMPORTANT NOTE:** This is a non-union 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 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;
- 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.

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act 3*; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**APPLICATION:**

Please send cover letter and resume via e-mail to [cloewen@lougheedhouse.com](mailto:cloewen@lougheedhouse.com) with “Summer Student Application” before the deadline date of April 26, 2019.

**A security clearance check may be required for this role.**

*Lougheed House is committed to, and values, diversity in the workplace.*

**Characteristics of City/Region:**

Calgary is a city of approximately 1.2 million located in southern Alberta just east of the Canadian Rockies. As the largest city in Alberta, with an international airport and situated on the trans-Canada highway and other major travel routes, Calgary attracts millions of visitors annually. The Museum occupies the 1891 sandstone, prairie mansion home of Senator James and Lady Isabella Lougheed on its 2.8-acre site with adjoining gardens. The rich history of early Calgary, the Lougheed Family and subsequent occupants of the House are represented in the Museum’s collections, exhibits, programs and special events.