



Job Title: Education Assistant

Reports to: Programming Coordinator

Compensation: \$16.55 hr, 4% holiday pay.

Hours of work: Full-time, seasonal contract. Weekend, evening and holiday availability required

About the Cranbrook History Centre

The Cranbrook History Centre is a landmark site located in Cranbrook BC. We preserve and display internationally recognized paleontology specimens, a nationally designated railcar collection, and serve as a repository for the history of Cranbrook and the East Kootenay region for all to explore and discover. We would like to acknowledge that the Cranbrook History Centre is located on the traditional, ancestral and present Ktunaxa homeland and extend our gratitude for the opportunity to live and learn in mutual respect and appreciation.

The museum relies on motivated and detail-oriented individuals who enjoy interacting with all visitors to achieve the museum's mission. Our small team values a supportive and collaborative work culture that is respectful, challenging and promotes diversity and creativity.

Position Summary

The role of the Education Assistant is an opportunity for students with an interest in working with youth and in educational settings to build their skills. The successful applicant will be responsible for assisting with the design, development, and delivery of activities that engage the History Centre's youth with local history and paleontology. Their primary responsibility will be to bring to life our annual Summer Camp programs.

In addition, the Education Assistant will be responsible for supporting the work of the Summer Historical Interpreters during community group visits. The successful candidate will be comfortable working with diverse audiences, able to follow directions, and act as a role model for young visitors to the museum.

Position Duties and Responsibilities

- Collaborate with programming staff to develop fun and unique activities that are suitable for children aged 6-10. Includes helping to create the materials to be used during the camps.
- Assist with overseeing volunteers who contribute to and support the delivery of the summer programs.
- Set-up and clean-up of summer programming activities.
- Assist with the delivery of the Summer Camp programs.
- Foster strong relationships between the museum and the families registering for the summer camps.
- Contribute to ongoing evaluations of the program and write analytical reflections on the programs.
- Contribute to printed and online content related to the marketing of the summer programs
- Ensure the safety and security of guests and museum materials through the implementation of museum best practices and set Policies and Procedures
- Other duties as required, including but not limited to helping to carry-out visitor services tasks, and supporting museum maintenance and daily operational duties.

Qualifications

- * Must be between the ages 16-30.
- * May not have another full-time job (over 30 hours per week)
- * Eligible to work in Canada.

Knowledge and Certifications

- Background or experience in education, early-child education, or related field.
 - Experience working with children ages 6-12 and diverse groups an asset.
- An understanding of Indigenous relations in this region; additionally, familiarity with the Truth and Reconciliation Commission and the relevant Calls to Action for Museums is an asset. This knowledge can be through education, lived or worked experience.
- First Aid Level 1 certification required.

Abilities and Skills

- Must possess excellent verbal communication skills with demonstrable public speaking experience.
- Must possess professionalism, personal maturity, and excellent interpersonal skills.
- Proven organizational and task management skills.
- Interest in local history and/or paleontology an asset.
- Strength and mobility to stand for extended periods, work an active 8-hour shift, work outside, navigate stairs and lift weights up to 25 kilograms.

We are looking for these personal qualities:

- Initiative: We need someone who has ideas as well as someone who can come up with creative solutions!
- Reliability: We must be able to count on you to ensure the success of our programs.
- Judgement: Things evolve rapidly, being able to make decisions with discernment is an essential quality to being successful in this position
- Detail Oriented: the details matter!

Cranbrook is a town with a diverse and international community. The Cranbrook History Centre strives to reflect this in our work and our team. We encourage applicants who identify as LGBTQ2S+, Person with Disabilities, Indigenous, and visible minorities to apply. The Cranbrook History Centre is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.

How to Apply

In the spirit of reconciliation, we are committed to increasing Indigenous representation throughout the organization and encourage applicants to self-identify as Indigenous within cover letters and/or resume.

Please send your resume and cover letter as a PDF to office@cranbrookhistorycentre.com. Subject line: first name, last name, job title. Ex: Jane Doe, Education Assistant.

Tentative start date: June 19,2023

We appreciate all applications; however, only short-listed candidates will be contacted. 3 references, a valid drivers licence, clean criminal record check and vulnerable sector police check will be required before employment