



Education Assistant

16-week position, 35 hours a week
\$12.80/hour

This position is dependent on receiving *Canada Summer Jobs* funding

Touchstones Nelson: Museum of Art and History seeks a Program Assistant to assist the School Programs Coordinator with program development and implementation specific to the museum, rotating exhibitions, and schools visits. The Program Assistant will also be a primary point person at the admissions desk and gift shop and to provide excellent customer services to all visitors.

Job description:

The Program Assistant is responsible for the following project tasks:

- Assist with the 2019-2020 School Visits programming
- Heritage Walking Tour app assistance
- Front desk responsibilities such as: retail gift shop sales & processing admissions
- represent Touchstones Nelson Museum at community festivals and events
- other responsibilities as they arise

Job Requirements:

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;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application:

Apply with a cover letter, résumé and 3 references by Friday, May 3, 2018 to:

Alison Talbot Kelly, School Programs Coordinator

Touchstones Nelson: Museum of Art and History

schools@touchstonesnelson.ca