



## MUSEUM COORDINATOR

### Temporary Part-time Position

Looking for a meaningful opportunity where you can support local history, work with the public, and help bring museum programs and activities to life? The Melfort & District Museum is hiring a Museum Coordinator. This position offers hands-on experience in museum operations, public programming, collections work, and community engagement.

#### **What You'll Do:**

- Assist with the development, delivery, promotion, and evaluation of museum programs, fundraisers, special activities, and community programming
- Assist with the training and ongoing support of summer students
- Support the care, documentation, management, and research of the museum collection, including cataloguing, data entry, and record maintenance
- Assist with the preparation, installation, maintenance, and evaluation of exhibits and displays
- Provide tours of the museum collection and buildings to visitors, schools, and other groups
- Assist with volunteer recruitment, coordination, and support
- Help with the day to day operations of the museum and maintain an organized, welcoming environment
- Assume responsibility for museum operations in the absence of the Curator
- Perform other related duties as assigned to support the smooth operation of the museum

#### **Why This Position Matters:**

- Help support the day to day operations of the museum and contribute to a welcoming visitor experience
- Play a role in preserving and sharing local history and heritage
- Assist with museum programming, exhibits, collections work, and community engagement
- Support volunteers, summer students, and visitors while helping the museum remain organized and responsive to community needs



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### **Qualifications and Skills:**

- Grade 12 diploma required
- Post secondary education is considered an asset
- Individuals who enjoy working with the public and are comfortable interacting with people of all ages
- Applicants with strong organizational skills and attention to detail
- Those with an interest in museums, history, heritage, programming, or community engagement
- Individuals who are reliable, adaptable, and able to work both independently and as part of a team
- Applicants with basic computer skills and the ability to learn museum procedures and tasks

### **About the Museum:**

The Melfort & District Museum is a vibrant community hub in Northeast Saskatchewan, showcasing over 44,000 artifacts. Highlights include the Settlers' Village, with more than 20 historic buildings on the museum grounds, an Indigenous Peoples and Archaeology building, agricultural structures, and machinery and tool displays. The museum connects the community through guided tours, educational programs, exhibits, and events throughout the year.

### **Position Details:**

- Temporary part-time position
- Position to begin as soon as possible
- 24 hours per week
- Tuesday to Friday, 10:00 a.m. to 4:30 p.m.
- Some flexibility is available
- Wage: \$18.50 per hour
- Reports to the Curator

### **How to Apply**

Email your resume and cover letter to:

Brenda Mellon, Curator/Cultural Coordinator

[melfort.museum@sasktel.net](mailto:melfort.museum@sasktel.net)