



Lougheed House Museum Assistant Job Opportunity

About Lougheed House

Lougheed House was built in 1891 and is a National and Provincial Historic Site. Located in Calgary's greater downtown amid acres of heritage gardens and green space, Lougheed House is an accredited museum, significant Calgary landmark, and vibrant community gathering space. It features temporary and permanent exhibits, hosts events, tours, and learning opportunities for visitors of all ages, as well as a gift shop and private event space.

The Opportunity

Hours: 35 hours per week (up to 16 weeks), \$18.00/hour

Lougheed House Conservation Society is seeking **two** outgoing, knowledgeable, innovative, and highly motivated individuals to be the Museum Assistants for Lougheed House National & Provincial Historic Site. The successful candidates will be energetic, self-motivated, and creative persons. They will have strong interpersonal, teamwork and communication skills as well as respect for, and the ability to work with, diverse populations. The Museum Assistants will be responsible for assisting with the organization, planning and delivery of all summer public programs. In addition to ongoing programmatic tasks, the Museum Assistants will also assist in interpretation, collections management, marketing and communications, exhibit development, and school program facilitation.

Tasks include but are not limited to:

- Assist with researching and planning exhibits and public programs
- Help in delivery of programs and public events, including workshops, trivia nights, specialized house and garden tours, and school programs (may include evenings and weekends)
- Provide technical support during public programs under guidance, including setting up and running onsite A/V equipment
- Address any questions visitors may have and provide additional interpretation of the House and exhibits when appropriate
- Monitor the front desk, gift shop, and Guest Services minimum two days weekly to greet and provide information to visitors
- Support content team through research assistance as required
- Collections management duties include but are not limited to: collections care, inventories, accessioning, cataloguing and photographing artifacts, and arranging archival materials
- Reorganization and location tracking of artifacts in storage areas

- Entering collections records, photographs, and locations into a collections management database

Qualifications:

- Some university/college or training in museum studies, education, library/archival studies, performing or visual arts, communications, history, art history, anthropology, Indigenous studies, or a related field. Relevant experience will also be considered.
- High level of written and verbal skills
- 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 work efficiently alone
- Confident working with the public
- Willingness to learn and willingness to share your knowledge to help train others
- Possess a knowledge or interest in local 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 using the PastPerfect collections management database would be an asset
- Experience using a point-of-sale system would be an asset
- Criminal Record Check with Vulnerable Sector Check

Important note:

This is a non-union position dependent on grant funding from Young Canada Works and Canada Summer Jobs and applicants must fit the criteria of the Young Canada Works Program and the Canada Summer Jobs Program.

To be eligible for YCW and CSJ, individuals must be a current student 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;
- Be intending to return to full-time schooling in the fall;
- 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.

Application:

Please send cover letter and resume via email to **info@lougheedhouse.com** with “Museum Assistant Application” in the subject line. Deadline to apply is **April 1, 2024**.