

Job Title:

Canada 150 Project Coordinator

Organization Name:

Community Museums Association of Prince Edward Island

Job Location:

Charlottetown, PE

Length of assignment:

2017-05-08 - 2017-08-25

Hourly Wage:

\$14.00

All candidates should indicate that they meet Young Canada Works eligibility. For more information please see <http://canada.pch.gc.ca/eng/1459433313024>

The Community Museums Association of Prince Edward Island (CMA-PEI) is a not for profit organization that provides support services for museums, professional development opportunities and strengthens the museum community ties by maximizing resources.

The Project Coordinator, under the direction of CMA-PEI staff, will deliver the project "What Does Canada 150 Mean to You?" This Project will allow CMA-PEI member museums across the province celebrate Canada 150 by hosting a small exhibit and symposium event.

Specific Duties:

Works Collaboratively with CMA-PEI staff

Become familiar with participatory learning techniques and exhibit design

Assist in designing exhibit layout

Act as liaison for participating museums to assist with artefact selection and exhibit set up

Design advertisement materials following Canada 150 guidelines

Work collaboratively with museums to market and co-host symposium events

Act as a facilitator at symposium events

Organize and write reports on exhibit feedback

Other duties as required and assigned

Qualifications:

The ideal candidate should be able to demonstrate that they posse:

Access to a vehicle and valid driver's license

Is currently undertaking a degree in history, museum studies or arts administration at a

Undergraduate or Graduate level (Minimum 1 year complete)

Excellent Organization skills

Superior written and communication skills

Demonstrated ability to work as a team member, take initiative, work independently and multitask

Experience with Microsoft Suite

Assets:

Photoshop

Previous experience working in a museum setting

Public speaking

French Language skills

Experience in exhibit design and fabrication

The project runs from 08-05-2017 to 25-08-2017 at 37.5 hours a week, some alternate shift hours may be required. To apply please submit a resume and cover letter indicating your interest and eligibility to info@museumspei.ca by April 24th 2017