Job Vacancy

Position: Programmer Assistant - ECNHS
Job Posting: 031-033-2019
Department: CD & ES
Division: Recreation & Culture
Status: Full Time

Wage Range: $50,530 - $60,169 annually
Job Class: 1
Shifts: 35 hours/week
Posted: April 17, 2019
Closes: April 26, 2019, 4:30pm

Primary Duties and Accountabilities include but are not limited to:
1. Assist in developing and directing the provision of programs and events for Ermatinger Clergue National Historic Site.
2. Assist with conducting research; relevance to the Site, as stated in the mandate.
3. Assist with daily operations and services of the Ermatinger Clergue National Historic Site.
4. Assist with recruitment, placement, training, monitoring, directing and evaluation of volunteers.
5. Liaise, assist and work with various groups, partners, boards and agencies to assist in planning activities to provide programs and services.
6. Assist with program registration & bookings.
7. Perform daily operational duties for reception, telephone, gift shop, interpretive guide; assisting in the ordering of supplies, merchandise, consignment, groceries, cash handling and general office duties.
8. Administrative and staff support to the Historic Sites Board in the areas of Curatorial Museum duties, CMOG & Provincial standards.
9. Assist in ensuring maintenance and cleaning of the Site and its properties.
10. Evening and weekend work.
11. Perform other related duties as assigned

Qualifications:
1. Post-Secondary education in a related field; e.g. Museum Studies, Cultural Tourism, Recreation Programming.
2. Computer literacy in Microsoft including experience in Excel, Word and Outlook.
3. Two years in any of the following areas; Culture, Tourism, History & Museum, and/or Recreation Programming.
4. Ability to meet the physical demands of the job (regularly lift over 10 kg, standing and walking).
5. Ability to work effectively and efficiently independently and as a team member in a fast paced environment.
6. Customer service and interpersonal skills.
7. Ability to meet and interact with people in a pleasant, professional and responsible manner.
8. Special Event Operation and Management, preferred.
9. Safe Food Handling and/or Smart Serve, is an asset.
10. Valid Ontario Driver's License; with access to vehicle, is an asset.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 031-033-2019 Programmer Assistant - ECNHS

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.