



Position Description

Position Title:	Program and Events Assistant
General Supervisor:	Programming and Events Coordinator
Employee Group:	Non-Union

Position Summary

- The Town of Fort Frances is seeking an organized and creative Post Secondary Summer Student to fill the position of Program and Events Assistant at the Fort Frances Museum & Cultural Centre and Rainy Lake Square. Working under the direction of the Programming and Events Coordinator, the Program and Events Assistant support daily museum operations, assists with program development and delivery, and helps coordinate summer vendor markets and special events. This role combines public engagement, educational programming, and event support.

Directions Received:

- The incumbent reports to the Programming and Events Coordinator.

Directions of Others

- Not applicable.

Revenue, Asset, and Expenditure Scope

- Not applicable.

Key Responsibilities

- Support day-to-day operations of the Fort Frances Museum & Cultural Centre and Rainy Lake Square
- Delivery of excellent customer service by welcoming visitors, answering inquiries, and assisting with gift shop sales
- Research, develop, and prepare educational materials and interactive activities for public programs, including group visits, under the guidance of the Programming and Events Coordinator
- Assist with the planning, set up, delivery, and take down of summer vendor markets and special events
- Provide on-site support during programs and events to ensure smooth operations and positive visitor experiences
- Assist museum staff with additional programming and operational tasks, as required

Qualifications

- Must be currently enrolled in, or recently completed, a post-secondary education program
- Strong communication and customer service skills
- Interest in museums, education, culture, event planning, or community programming is considered an asset
- Strong organizational skills and attention to detail
- Ability to work independently and collaboratively in a team environment
- Comfortable interacting with the public, including children and school groups
- Availability of working days, evenings, and weekends based on program and event schedules
- Satisfactory Criminal Record Check

Working Conditions

- Indoor and outdoor work environments
- Frequent interaction with the public
- Standing, walking, light lifting, and event set up required
- Variable shifts based on operational and event needs
- 35 hours per week (Tuesday to Saturday 9:30AM – 5:30PM)
- Shifts may vary to accommodate special programs or events. Shifts may occur anytime between 8:00 a.m. and 10:00 p.m.