

## Summer Employment Opportunity

### Position: Heritage Interpreter and Collections Assistant

**Do you like telling stories?** Share the history of the Mackie Lake House and the heritage of the families that lived here for our weekly House Tours and related events! Mackie Lake House Foundation is seeking a temporary (summer) full-time (35 hrs/wk) Heritage Interpreter & Collections Assistant



### Duties and Responsibilities

To develop and execute creative interpretive programs including weekly House Tours presenting the related history of the Mackie Lake House.

Included in this job will be:

- Ongoing research regarding the history of the house and the three families that lived in it.
- Working in the collection storage and exhibit areas to inventory artifacts
- Maintenance of artifacts and data related to research and house tours
- Develop information panels and signage for related artifacts
- Promotion, co-ordination, and presentation of weekly house tours for visitors
- Presenting information to the public through website, media, social media and print promotions
- Recording tour related data for evaluation and future planning
- General administrative duties as related to ongoing programming

**The student will work under the Mackie Lake House Foundation manager regarding all aspects of the job.**

### Qualifications

The candidate must fulfill all eligibility requirements of the Young Canada Works Program, including registration on the YCW web site. <https://www.youngcanadaworks.ca/index-eng.cfm>

Ideally, the candidate will have completed at least 1 year of undergraduate study in a relevant subject field (i.e. History, Communications, Museum/Curatorial or Archives studies, Anthropology, Marketing or Education) and will have some experience as a volunteer or employee in a related field. The candidate should have an expressed interest in working in Heritage and have familiarity and interest in the history of the BC Interior.

An outgoing personality with good public speaking skills and ability to work well with people of all ages is required. Presentation and teaching experience an asset.

The candidate must have experience working with a PC computer (prefer prior experience working with Photoshop, Publisher, Excel and Access 2010). Good writing, computer, and communication skills required.

Strong organizational and time management skills are required. The ability to work independently and as part of a team should be demonstrated. The candidate will be in a position to work with the public, and may require a background criminal records check.

### Terms of Employment

June 20-August 26, 2022 with flexible scheduling, including Saturday or Sunday shifts as required

Rate of Pay: \$16 hour

**The Heritage Interpreter and Collections Assistant position is dependent on grant funding.**

**Send résumé and cover letter by Friday May 20, 2022 to:**

Valerie Cherwoniak, Manager  
Mackie Lake House Foundation  
[mackiehouse@shaw.ca](mailto:mackiehouse@shaw.ca)

We thank all applicants for their interest, but only those candidates selected for interview will be contacted.