



## **Summer Employment Opportunity**

### **Position: Heritage Interpreter / Digitization Assistant**

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 (37.5 hrs/wk) Heritage Interpreter & Digitization Assistant

37.5 hours per week  
\$21 per hour

#### **Duties and Responsibilities**

To develop and deliver daily tours of Mackie Lake House, in conjunction with interpretive team

- Offering daily guided tours of Mackie Lake House
- Ongoing research regarding the history of the house and the three families that inhabited it
- Complete a project of digitizing Mackie Lake House's collection of photographic prints
- Select photographs for use on social media or website
- Conduct research on photograph collection and best practises for storage and use of photographic prints and digital surrogates
- Work collaboratively with staff and volunteers to create connections between photographic collection to other material, including archival documents and oral history collection
- Presenting information to the public through website, media, social media and print promotions
- Recording tour related data for evaluation and future planning

#### **Qualifications**

The candidate must fulfill all eligibility requirements of the Young Canada Works Program, including registration on the YCW web site.

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). 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**

May 11 – August 29, 2026 (16-week placement); 37.5 hours per week

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

**Send résumé and cover letter by Friday, April 24, 2026 to:**

Carla-Jean Stokes, General Manager

[manager@mackiehouse.ca](mailto:manager@mackiehouse.ca)

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