

The King's University Job Registry
Museum Educator at Canadian Energy Museum

Job Title: Museum Educator

Employer: Deanna Noot, Administrative and Education Coordinator

Contract Type: Full time, seasonal with opportunity for permanence

Email: info@canadianenergymuseum.ca

Location of Employment: Canadian Energy Museum, Devon, AB

Brief description of the company/organization:

The Canadian Energy Museum is home of Leduc #1, a historic landmark that represents the beginning of the oil boom in Alberta. The museum teaches the history of Leduc #1, the history of the area (Leduc County, Devon, etc.), the history of oil in Alberta more generally, the broader scope of energy production, and the potential avenues the energy industry is headed. The museum has been a community staple since 1997 and continues to educate through tours, field trips, summer camps, and general admission today.

Benefits/perks of working at your organization:

As a team member at the Canadian Energy Museum, you'll enjoy:

- A senior staff that will use the candidate's personal interests and future goals to create a specialized position tailored to help the candidate thrive.
- The opportunity to work independently on tasks and personal interest projects, as well as in a group for shared tasks and projects.
- A mentor to introduce and encourage further development of administrative skills, writing skills, public speaking skills, and research skills.

Position summary

We are looking for an out-going and energetic individual who enjoys spending time with people of all ages, as well as sharing history and knowledge provided by the museum. The ideal candidate will have a background and/or education in one or more of the following: early

childhood development; teaching and education; event planning and coordination; museum education; and similar.

Start date and end date if a temporary position:

Start date: April 22, 2025

End date: August 30, 2025 (with potential to stay on after summer season ends)

Rate of Pay / compensation details:

Rate of pay: \$17.00/hour (dependent on CSJ* funding)

*Canada Summer Jobs

Responsibilities and Job Accountabilities

[Running Public Tours] One of the primary responsibilities will be providing guests with museum tours. This involves learning the relevant information, undertaking some supplementary research, and hosting guests.

[Assisting With and Running School Field Trips] The role involves working alongside the Education and Public Engagement Coordinator to run school programming. This can include attending field trips to assist with activities and managing large groups, as well as the opportunity to eventually lead these field trips.

[Programming Review and Creation] In order to keep school programming in line with the new provincial school curriculum, the chosen candidate will be assisting in the review of the new curriculum guidelines; researching material to meet those guidelines; the writing of new programming; identifying and implementing new hands-on learning activities; and other aspects of the programme creation process. In addition, the candidate will also be assisting in other programme creation and adaptation, including revising the current public tour content, and the creation of youth-group-specific content for groups like Scouts and Guides.

[Programming and Event Promotion] The role will also include assistance in the creation of promotional material and distribution of material for various tours, events, and other museum offerings. This could include making posters, engaging with social media platforms to share information, and contacting businesses and other organizations via email and phone.

[Planning and Running Summer Camps] In 2025 we hope to reintroduce our Summer Day Camps, offering one-day programming for ages 5-12. The chosen candidate will assist in the planning, implementation, and running of these camps.

[General Programming Assistance] The candidate is expected to assist with other areas of programming and public engagement, including communicating with clients via phone, email, and in-person; clerical tasks; fabrications tasks; set-up and clean-up of activities; and more.

[General Operational Tasks] As part of the Museum Team, the candidate will also be expected to assist with general operational tasks like cleaning; clerical tasks; front-desk customer service; opening and closing procedures; and more.

Qualifications and/or Requirements:

Student enrolled in secondary education:

Bachelor of Arts

Bachelor of Science

Undeclared

Past experience working with children under 12 years of age.

Comfortable interacting with the public.

Application Deadline:

March 22, 2025

Application Process:

If you are interested in applying for this position, please email your cover letter and resume to Deanna at info@canadianenergymuseum.ca.