



SHERBROOKE VILLAGE RESTORATION COMMISSION
Internal/External Job Competition

Learning Centre and Events Assistant
Full time seasonal position

Sherbrooke Village Museum is expanding its role as a teaching facility for cultural and environmental heritage with the launching of the Rural Institute for Cultural Heritage and Environmental Sustainability (RICHES). It also has a significant program of scheduled events. The incumbent will provide assistance in planning, promotion, and implementation of learning camps and museum and community events. The role will include research, development, fundraising, press releases, feature stories and daily social media posts. The assistant will help with set up, housekeeping and breakdown of workshops and events, and also includes administrative tasks and management of databases.

Position: This is a full time seasonal position, normally 17 weeks in duration.

Salary: \$18.35/hour.

Start Date: Spring 2019, Exact date to be determined.

Reporting to: Lynn Hayne, RICHES Learning Centre and Events Manager

Application Process: Your cover letter should highlight how you clearly meet the Statement of Qualifications listed below. Cover letter and resume may be sent to lynn.hayne@novascotia.ca or delivered in person to the Sherbrooke Village Administration Office by 4pm on Friday, March 1, 2019 (Attn: Learning Centre and Events Manager). We thank all those that apply. Only those selected for further assessment will be contacted. Please be aware that Selection Board Knowledge and/or references regarding a candidate's knowledge, abilities, and personal suitability may be used as part of the assessment process.

All applicants will be considered. In the event an internal employee is qualified through the assessment process, they will be offered the position on a preferred basis as per the Collective Agreement with Local 50 of the NSGEU.

Statement of Qualifications:

Education:

- High School Diploma or equivalent and Events Management courses or equivalent

Experience:

- Demonstrated experience with grant applications and/or project management/ implementation
- Demonstrated experience with promotions, marketing, and social media
- Demonstrated experience in public relations

Knowledge:

- Knowledge of Microsoft Suite of programs
- Knowledge of trending and emerging protocols in hosting events
- Knowledge of trending social media platforms

Abilities:

- Ability to research, organize, and facilitate delivery of learning courses and events
- Ability to promote courses and events using print, television, radio and social media platforms

Personal Suitability:

- Exercises sound judgment.
- Makes things happen.
- Strives for excellence
- Takes responsibility
- Personally connects with others

Must be able to lift heavy objects up to 22.7kg and possess valid driver's license and vehicle