



Canadian Energy Museum | Leduc/Devon Oilfield Historical Society

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50339 Highway 60 South
Leduc County, Alberta
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Programming Assistant

The Canadian Energy Museum is seeking a dynamic young staff member to assist our Education and Public Engagement Coordinator in the running of the Museum's educational programming and public engagement activities.

As part of this role, tasks and responsibilities will include:

- **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 program creation process. In addition, the candidate will also be assisting in other program 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 organisations 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.

As part of a small team, the candidate will have the opportunity to work independently on tasks and personal interest projects, as well as in a group for shared tasks and projects.

In this role, the selected candidate will have the opportunity to gain hands-on experience working with guests of all ages including young children; educational programming writing, creation, and implementation; public speaking; scheduling; lesson planning; working in a small team environment; working independently; collaborating with a team; and independent research. The Museum has an expansive array of options for staff to specialise in, and senior staff wish to customise all candidates' positions to best meet their future career goals and personal interests. This includes accommodating relevant one-on-one skills training.

Additional Information

The museum is located 8 mins (6km) south of the Town of Devon, 45 mins (40km) south-west of Edmonton City Centre, and 20 mins (20km) north-west of the City of Leduc. Carpooling from Devon is available.

This role will be under the direct supervision of the Education and Public Engagement Coordinator, Deanna Noot.

Work Location: Leduc County, Alberta
Job Type: Contract, Full-Time
Language Required: English
Position Type: Seasonal, Summer Student
Work Mode: In-person
Pay Rate: \$17.00
Start Date: 22 April 2025
End Date: 30 August 2025