

# Summer Museum Assistant

Peace River is the cultural and economic hub of the north Peace Region. The town of 6700 people is nestled in the Peace River valley. The Peace River Museum, Archives and Mackenzie Centre is the local museum featuring Peace River history. The Museum focuses specifically on the Town's history, but the Archives has a regional collection mandate for the north Peace Region. Established in 1967, it is home to more than 8,500 artefacts and more than 13,000 archival items.

The Peace River Museum, Archives and Mackenzie Centre is looking for two (2) people to join our team for the Summer of 2025 as Museum Assistants. Reporting to the Heritage Services Coordinator, the successful candidates will facilitate the visitor experience through the delivery of excellent customer service, site interpretation, program delivery and special events. The Museum Assistants will also provide support the work of the Curator and Archivist through research, exhibit development and outreach initiatives. A valid driver's license is also required.

The Museum Assistant is a full time, temporary position with the Peace River Museum, Archive and Mackenzie Centre, a Town of Peace River owned and operated facility.

This position is in part funded by the Young Canada Works employment program and to be considered, candidates must be registered in the YCW Candidate database. YCW criteria states that candidates must be:

- between the ages of 16 and 30 years;
- Canadian citizens, permanent residents;
- legally entitled to work in Canada;
- have been a full-time student in the semester prior to the YCW job and intend to return to full-time studies in the fall.

Due to the nature of the work, the candidate must be able to navigate short ladders and carry 20kg. The successful applicant will be required to obtain a satisfactory Criminal Record Check.

Complete job descriptions are available upon request. Qualified applicants are invited to submit their resumes (with a cover letter) to the address below.

**Quote Competition #25/003.**

**Manager, Employee Services**

**Email: [hr@peacerriver.ca](mailto:hr@peacerriver.ca)**

*The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified students. We thank all participants for their interest, however only those who are selected for an interview will be contacted.*



TOWN OF  
**PEACE RIVER**  
ALBERTA



PEACE RIVER  
**MUSEUM**  
ARCHIVES & MACKENZIE CENTRE

Full Time • Temporary

Location: Peace River, AB

Wage: \$21.00 per hour

Hours: 7.5 hours per day, 37.5 hours per week.  
Weekend work will be required.

Term: May 5, 2025 to August 30, 2025

Closing Date: Open until suitable candidates are found.

Posting Date: January 13, 2025