



# PHILIP J. CURRIE DINOSAUR MUSEUM

## **Position: Museum Summer Events and Activity Coordinator**

**Wage:** \$18.00-\$20.00/hour

**Length of Position:** June 25 – August 31, 2025

**Hours:** Full-time, 37.5 hours/week (7.5 hours per day)

**Job Description:** The Museum Summer Event and Activity Coordinator will be a key part of the PJCDM team by assisting in the development and delivery of public programs and events within the museum. The focus of this position will be to help plan and deliver engaging and interactive experiences for the public and promote the museum to all age ranges by creating new public programs and marketing material. This is the perfect position for an individual who is passionate about palaeontology or related fields. This person will also be creative, organized, technologically competent, and preferably have experience with event planning and running public-facing activities. This position involves weekends, and some evenings as needed. The term runs from June 25 to August 31, 2025.

### **About the Museum:**

The Philip J. Currie Dinosaur Museum is located on Highway 43 in Wembley, Alberta, twenty minutes west of Grande Prairie, Alberta. The museum is an international institution for experiential learning dedicated to Alberta's paleontological heritage, through research, collection, preservation, exhibition, public programming, publications, and innovative outreach.

**Qualifications:** The successful candidate will be a responsible, organized, and creative team player who is comfortable working with children, seniors, and the general public of all ages. Excellent public communication skills and ability to meet deadlines are a must.

**Tasks:** Reporting to the Marketing, Communications, and Events Coordinator, you will:

- Help plan museum events, activities, and public programming with museum staff, ensuring events are palaeontology focused and engaging for all age groups (I.e. Palaeo Palooza, Member's Nights, Makers Space etc.)
- Coordinate the procurement, design, and set up of program materials
- Assist in creation of brochures, posters, and other promotional materials as needed, including the distribution of said items
- Help coordinate museum outreach opportunities and engage the community
- Organize update meetings with museum staff to ensure there is ample communication and collaboration between departments with regards to public programming and outreach
- Act as a secondary point person on event days

**The successful candidate will have the following attributes and qualities:**

1. Experience with communications and/or marketing
2. Experience with program planning and delivery
3. Experience with event planning
4. Experience with outreach coordination
5. Experience working with children, youth, and the general public
6. Interested in Alberta's geology, palaeontology, and natural history
7. Fluent in written and spoken English, second language is an asset
8. Efficient in Microsoft Office, digital media platforms, and Canva
9. A self-starter with the ability to work independently in a small office environment
10. Organized and creative with a high attention to detail and able to pursue multiple tasks and meet deadlines
11. Ability to evaluate and adjust programs to maximize public engagement
12. Valid Standard First Aid Certificate
13. Valid Police Security and Child Welfare Check

*This position is offered through Canada Summer Jobs (CSJ)*

**CSJ Requirements:**

1. Is between the ages of 15-30 years at the start of employment
2. Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigrations and Refugee Protection Act [S.C. 2001, c. 27]*
3. Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

**Application deadline is June 11, 2025.** Please note only successful candidates will be contacted and scheduled for an interview. Skype/Zoom interviews are possible.