



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 Outreach Support will be a key part of the PJCDM Events and Outreach team by assisting in the development and delivery of summer public programs/events and outreach. The focus of this position will be to help plan and deliver engaging and interactive experiences for our science festival and for outreach initiatives. The ideal candidate is creative, organized, technologically competent, and preferably have experience with event planning and running public-facing activities. Knowledge of palaeontology or related fields is a bonus. This position involves weekends, and some evenings as needed. The term runs from June 22 to August 30, 2026.

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 Events, Booking and Outreach 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 (ie. Palaeo Palooza, Member's Nights, Makers Space etc.)
- Coordinate the procurement, design of event materials
- Assist in distribution of brochures, posters, and other promotional materials as needed
- Help coordinate museum outreach opportunities and engage the community
- Ensure communication and collaboration between departments with regards to public programming, events, and outreach

- Act as a secondary point person on event days
- Assist with event set up and take down

The successful candidate will have the following attributes and qualities:

1. Experience with
2. Experience with program planning and delivery
3. Experience with event planning
4. Experience with outreach initiatives
5. Experience working with children, youth, and the general public
6. Interested and curiosity 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 May 30, 2026 or until a suitable candidate of found. Please note only successful candidates will be contacted and scheduled for an interview. Zoom interviews are possible.