

MUSEUM COORDINATOR

The City of Camrose is seeking a seasonal Museum Coordinator to support the operation and programming of the Camrose Centennial Museum throughout the summer months.

This is a seasonal position with an anticipated end date of September 12, 2026.

FUNCTIONS/DUTIES (but not limited to):

- Assist in the overall operation and supervision of the Camrose Centennial Museum.
- Responsible for the overall management and implementation of Museum programming.
- Provide support and guidance to museum staff and volunteers.
- Oversee daily operational, cleaning, and basic maintenance tasks.
- Liaise with community groups and assist with major community events.
- Support the creation and implementation of marketing initiatives to increase awareness and access to Museum programs.
- Prepare reports and maintain historical and statistical records as required.
- Coordinate purchasing within City guidelines and assist with budget planning.
- Other related duties as assigned.

QUALIFICATIONS:

- Knowledge of museum procedures and practices.
- Strong organization, communication, and leadership skills.
- Ability to work effectively with staff, volunteers, community groups, and the public.
- Reliable, dedicated, and able to work independently or as part of a team.
- Experience in museums, heritage programming, or community services is an asset.

HOURS OF WORK: The hours of work will be on an as required basis, typically between the hours of 8:00 a.m. to 5:00 p.m. with anticipated weekly hours of 20 to 24. Weekend availability is required. This is a seasonal position with an anticipated end date of September 12, 2026

HOURLY WAGE: The hourly wage for this position will be \$22.99 per hour.

APPLICATIONS: If you would like to join our team, please submit a cover letter and resume via email or to the address below by April 24, 2026 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose – Attention: Manager of Recreation and Culture
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