



Western Development Museum  
North Battleford

Box 183, Hwys 16 & 40  
North Battleford, SK S9A 2Y1

**P:** 306-445-8033  
**W:** wdm.ca

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**WESTERN DEVELOPMENT MUSEUM – NORTH BATTLEORD  
is now accepting applications for the position of Summer Student**

**GENERAL DESCRIPTION:**

Under the direct supervision of the Administrative Assistant and the general direction of the branch manager the summer students will assist in all aspects of Museum operation. Only students continuing full-time post-secondary studies in the fall semester will be considered.

**DUTIES:**

- Become familiar with all aspects of the WDM, specifically the WDM North Battleford
- Update and present existing programs, activities and demonstrations
- Plan and develop new programs, activities, and demonstrations for all ages
- Assist with the Museum's annual summer events
- Assist with volunteer co-ordination
- Customer service
  - Visitor orientation - processing admissions
  - Gift Shop – selling merchandise, maintaining displays
  - General office duties including telephone service

**QUALIFICATIONS:**

- Interest in and knowledge of Saskatchewan heritage
- Interest in developing new and innovative public/interpretative programs; previous knowledge and experience in public/interpretive program development are assets
- Excellent written, oral and interpersonal skills
- Ability to work independently as well as in a team situation
- Ability to work with volunteers and the public
- Be responsible and possess a high level of integrity
- Good computer skills
- Ability to multi-task and meet deadlines
- Interest and ability to work with all ages

**CONDITIONS:**

Salary: \$12.50 an hour  
Employee Benefits Plan as per WDM Employees' Handbook  
Start Date: May 1, 2017  
Hours of work - 8 hour days - 40 hours a week, will include weekends

Application deadline: April 5, 2017

Apply to:  
Summer Student Selection Committee  
Western Development Museum - North Battleford  
P.O. Box 183; Junction Highway 16 & 40  
North Battleford, SK S9A 2Y1

By E-mail: [jsmith@wdm.ca](mailto:jsmith@wdm.ca)

Written or email applications only, please.  
Only applications selected for an interview will be contacted.

The WDM will conduct a screening process that is fair and equitable.