



Competition No:	<b>2021-27</b>	Duration:	Casual tentative dates July – November 2021
Close Date:	July 5 <sup>th</sup> , 2021 @ 4:00 p.m.	Remuneration:	Up to \$14.05 per hour
Position Title:	Summer Heritage Programmer		
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 35 hrs/week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Summer Heritage Programmer** to join our team. The lucky individual will assist with planning, preparation and delivery of heritage or cultural related activities and special events sponsored or supported by the City.

**YOUR JOB DUTIES WILL INCLUDE:**

1. Administrative
  - Assist with the marketing of the Selkirk Virtual Museum to attract visitors to learn the rich history of Selkirk through local tourism associations, news media and social media.
  - Assist with planning and coordinating special events, such as but not limited to Culture Days, fundraisers for the Selkirk Heritage Endowment Fund and virtual programming that incorporates heritage themes.
  - Assist in developing and implementing historical and educational interpretive programs.
  - Research and write articles for the Selkirk Virtual Museum using sources such as the Manitoba Archives, Legislative Library, local history books and oral history interviews.
  
2. Technical
  - Maintain collection care, cataloguing procedures, update computer files, website and data base for the Selkirk Virtual Museum.
  - Assist with conducting and recording oral histories, managing the digital files and transcribing the interviews.

**SPECIFICATIONS/QUALIFICATIONS**

**1. Education, Knowledge and Experience**

Minimum Requirements shall include:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)
- Are legally entitled to work in Canada.
- Are between 16 and 30 years of age at the start of employment.

- Will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment.
- Have been a full-time high school, college, CEGEP, or university student in the semester preceding the YCW work assignment.
- Intend to return to full-time studies in the semester following the YCW work assignment.
- Proven understanding of project/event development, marketing and event promotion
- Strong oral and written communication skills
- Strong organizational and administrative skills
- Computer experience using Microsoft Word, Excel, Outlook, internet and social media.
- Valid Manitoba Class 5 Drivers License
- Clear current Child Abuse Registry Check
- Clear current Criminal Reference Check

**COMMENTS:**

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.

This is for a casual position of Summer Heritage Programmer which is excluded from the Collective Agreement and is open to all applicants. This position will involve evening and weekend shifts. Applications will be accepted until July 5<sup>th</sup>, 2021 @ 4:00 p.m. Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

*If you would like more information on this position or view the full job description, please visit [myselkirk.ca](http://myselkirk.ca).*

Position Title: Heritage Programmer

Department: Culture Recreation and Green Transportation

Division: Culture

Reports to: Culture Coordinator

Function Summary: Under the direction of the Culture Coordinator the incumbent will provide assistance in the planning, preparation and delivery of heritage or cultural related activities, special events sponsored or supported by the City of Selkirk. This position is being funded by Young Canada Works and incumbents must be

Core Competencies applicable to all jobs within the City of Selkirk	Competencies Specific to Position
<ul style="list-style-type: none"> <li>• Citizen and Public Focus</li> <li>• Communication</li> <li>• City of Selkirk Consciousness</li> <li>• Teamwork and Ambassadorship</li> <li>• Integrity and Trust</li> <li>• Ethics and Values</li> <li>• Strategic Results Orientated</li> <li>• Decision Making and Judgment</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Priority management and initiative</li> <li>• Flexibility</li> <li>• Planning and Organizing</li> <li>• Organization</li> <li>• Excellent communication</li> <li>• Interpersonal skills</li> </ul>

## JOB DUTIES

### 1. Administrative

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- Assist with planning and coordinating special events, such as but not limited to Culture Days, fundraisers for the Selkirk Heritage Endowment Fund and virtual programming that incorporates heritage themes.
- Assist in developing and implementing historical and educational interpretive programs.
- Research and write articles for the Selkirk Virtual Museum using sources such as the Manitoba Archives, Legislative Library, local history books and oral history interviews.

### 2. Technical

- Maintain collection care, cataloguing procedures, update computer files, website and data base for the Selkirk Virtual Museum.
- Assist with conducting and recording oral histories, managing the digital files and transcribing the interviews.

### **3. Safety and Health**

- Ensure work is performed in compliance with Manitoba Health and Safety Act and regulations and the City of Selkirk Safety Policies and Procedures.
- Establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.

### **4. Exceptional Citizen Service**

- Liaise with the Selkirk Heritage Advisory Committee and other cultural groups in the development of projects.

5. Perform other related duties as may be assigned.

## **SPECIFICATIONS/QUALIFICATIONS**

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### **2. Responsibilities**

Under the direction of the Culture Coordinator the incumbent will provide assistance in the planning, preparation and delivery of tourism, heritage or cultural related activities, and special events sponsored or supported by the City of Selkirk.

### **3. Comprehension and Judgement**

The incumbent is expected to act independently. Direction and supervision will be provided by the Culture Coordinator concerning priorities, but the incumbent is expected to show initiative and is responsible to complete work or assignments on schedule.

### **4. Working Conditions**

The nature of the position may require irregular working hours including evening and weekend shifts to a maximum of a 35-hour workweek. Must provide own transportation for purposes related to the position.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Manager of Cultural and Recreational Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Culture, Recreation & Green Transportation