



HERITAGE AND TOURISM ASSISTANT SUMMER STUDENT POSITION

Welcome to Arran-Elderslie! Rolling hills, rivers, streams, agricultural land and small communities make up the landscape of our Municipality. The small-town safety, healthy lifestyle, rural living, proximity to career opportunities as well as welcoming residents makes Arran-Elderslie a great place to live. Arran-Elderslie is located in Bruce County and is home to approximately 7,000 residents and includes communities of Tara, Chesley and Paisley.

The Municipality of Arran-Elderslie invites qualified applicants for the position of Heritage and Tourism Assistant. Reporting to the Economic Development & Communications Coordinator and/or the Manager of Facilities, Parks & Recreation, the Heritage and Tourism Assistant will work with municipal staff, and the museum team on tourism and museum related projects and programs and provide information to the public.

GENERAL DUTIES

- General operations at the Treasure Chest Museum including tours, research and programs.
- Assist with artifact and archive cataloguing and inventory.
- Assist in the development and implementation of tourism and heritage projects and programs.
- Create promotional and marketing communications material including, posters, brochures, and social media.
- Develop and curate engaging content for the Municipality's tourism social media platforms.
- Develop and write articles to share on our social media channels, website and local newspaper.
- Perform administrative tasks as required.

KNOWLEDGE/QUALIFICATIONS

- Minimum sixteen (16) years of age.
- Currently enrolled in highschool or college/university program.
- Valid Class G driver's license and clean abstract is an asset
- Ability to work independently and have an interest in history and possess general knowledge of services available in Arran-Elderslie.
- A working understanding of the standard Microsoft Office suite of programs, and social networking applications.
- Experience with or aptitude for graphic design
- Pleasant, professional yet friendly and out-going manner are key to success in this position.
- Familiar with WHMIS regulations, Occupational Health and Safety Act.
- Possess Criminal Reference Check with results satisfactory to the Municipality of Arran-Elderslie.

If you are looking for an opportunity, please submit your resume and cover letter in confidence to the undersigned by February 3, 2025 at 12:00 p.m. via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Salary - \$18.45/hr.to \$18.95/hr.

Subject: **Heritage and Tourism Assistant**

Human Resources
1925 Bruce Road 10, Box 70
Chesley, ON N0G 1L0
(519) 363.3039
hr@arran-elderslie.ca

A copy of the job description is available by visiting
www.arran-elderslie.ca/careers.